

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: March 13, 2013

Board Item: V-A-11

**Authorization of Funds for Graphic Design Professional Services  
Contract #14477A**

Action by Consent

Action

Information

Denver Water requires professional graphic design services for its print publications and displays, and ongoing monthly design support for other projects within Public Affairs.

The Request for Proposals was downloaded by fifty-seven (57) potential bidders, and Denver Water received a total of nineteen (19) responses. After review of the proposals, TaCito Design, Inc. was selected as the most responsive, responsible and qualified firm to meet Denver Water’s graphic design professional services requirements. TaCito Design, Inc. has a certified SBE/WBE designation, and was the incumbent graphic design vendor. TaCito has continually demonstrated the reliability, creativity and flexibility essential to meeting Denver Water’s graphic design needs.

An extended contract is being requested for design services, as it is imperative that consistency and continuity are maintained in Denver Water’s print communication pieces. A shorter contract term would result in additional funds to rebuild existing templates with a new designer, or multiple amendments to extend a contracted designer.

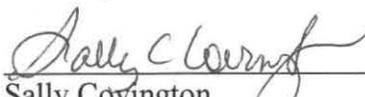
Funds for graphic design professional services are included in the Public Affairs budget for 2013 and will be included in each budget through 2017 for these services.

Recommendation:

It is recommended that the Board authorize the award of Contract No. 14477A for graphic design professional services to TaCito Design, Inc. for the contract period March 13, 2013, through March 13, 2017, for a total contract amount not to exceed \$400,000.00, with the not to exceed amount of approximately \$100,000.00 per year.

**Approvals:**

Respectfully submitted,

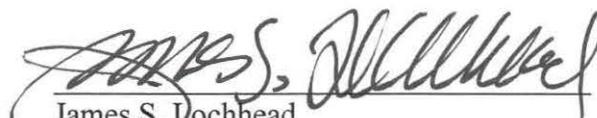
  
Sally Covington

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