

LARIMER COUNTY BID # 12-12
 PREPAID EMPLOYEE GIFT CARDS
 HUMAN RESOURCES DEPARTMENT
THURSDAY, APRIL 12, 2012 AT 2:00 P.M.

Bids to consider the purchase of Prepaid Employee Gift Cards for the Larimer County Human Resources Department were received and opened on Thursday, April 12, 2012 at 2:00 P.M. in the Purchasing Department. Bids were opened by Heather L. Michaels, CPPB, Purchasing Agent II, and recorded by Heather MacMillan, Purchasing Agent I. The following bids were received:

Note: Estimated quantities were used for bidding purposes only, and do reflect actual number of cards that may be ordered in 2012.

| VENDOR | GRAND TOTAL |
|--|---------------------|
| 1to1 CARD | |
| 100 cards @ face value of \$50. each = \$5,000. + \$1.75 process fee per card = \$175. = total | \$ 5,175.00 |
| 100 cards @ face value of \$150. each = \$15,000. + \$1.75 process fee per card = \$175. = total | \$ 15,175.00 |
| Initial set-up cost with Larimer County Logo (1 color) | \$ 250.00 |
| Freight | \$ 45.03 |
| GRAND TOTAL 1TO1 CARD | \$20,645.03 |
| PARAGO | |
| 100 cards @ face value of \$ 50. each = \$5,000. + \$3.50 process fee per card = \$350. = total | \$ 5,350.00 |
| 100 cards @ face value of \$150. each = \$15,000. + \$3.50 process fee per card = \$350. = total | \$ 15,350.00 |
| Initial set-up cost with Larimer County Logo | \$ 2,500.00 |
| Freight | \$ 15.95 |
| GRAND TOTAL PARAGO | \$ 23,215.95 |

No decision of award was made pending review and recommendation by the Larimer County Human Resources Department.

The Larimer County Human Resources Department reviewed the bids and recommends accepting the bid from 1to1 CARD in the estimated annual amount of \$83,000.00 per the attached departmental recommendation. Award is based on the following, 1to1 CARD bid the lowest processing fee of \$1.75 per card, as well as the lowest set-up fee of \$250.00 for a one-color card with the Larimer County Logo. 1to1 CARD has no recurring monthly fee before the card expiration date. References provided by 1to1 Card were checked by Liz DeJongh and all customers were very, very, satisfied with the quality of service provided by 1to1 CARD.

The Larimer County Purchasing Department concurs with the above recommendation.



Kathryn Rowe
 Purchasing Director



Carol L. Block, Financial Services Director
 For the Board of Larimer County Commissioners



PURCHASING DEPARTMENT

Larimer County Courthouse
200 West Oak Street, Suite 4000
Fort Collins, Colorado 80522
(970) 498-5955
Fax (970) 498-5959

TO: Lorenda Volker, Human Resources Director
Liz DeJongh, Wellness Benefits Coordinator

FROM: Heather L. Michaels, CPPB, Purchasing Agent

DATE: April 13, 2012

SUBJECT: Bid #12-12 Prepaid Employee Gift Cards

Transmitted for your review and recommendation, are the bids received to consider the purchase of Prepaid Employee Gift Cards for the Human Resources Department.

When you have completed your review of the bids, please prepare your recommendation on this form and return the form to me. If you do not recommend awarding the bid to the lowest bidder, please explain why. This document will be considered a public record and open to inspection.

I recommend 1 to 1 card *estimated annual amt*
in the amount of \$ 83,000

for the following reasons: least expensive process fee per card (\$1.75)
least expensive ^{\$250} logo set up fee; NO recurring
monthly fee before card expiration date; references
were very, very satisfied with their service.

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD

Lorenda Volker
DEPARTMENT HEAD SIGNATURE

HRD
DEPARTMENT

5-1-12
DATE

Thank you.