



PUBLIC HEARING AGENDA ITEM

DATE OF PUBLIC HEARING: June 20, 2017
SUBJECT: Runbeck Ballot On Demand Lease Agreement
FROM: Raymond H. Gonzales, Interim County Manager Patti Duncan, Interim Deputy County Manager Benjamin Dahlman, Finance Director Kim Roland, Procurement and Contracts Manager
AGENCY/DEPARTMENT: Clerk and Recorder - Elections Department
HEARD AT STUDY SESSION ON: N/A
AUTHORIZATION TO MOVE FORWARD: <input type="checkbox"/> YES <input type="checkbox"/> NO
RECOMMENDED ACTION: That the Board of County Commissioners approves a lease agreement with Runbeck Election Services, Inc., for the use of Ballot on Demand printing software and equipment.

BACKGROUND:

The Adams County Clerk and Recorder - Elections Department currently utilizes equipment and software from Runbeck Election Services, Inc., that enables the on demand printing of ballots at County polling locations during election cycles. Utilization of this equipment and software allows the Elections Department to reduce the consumption of paper and card stock by not having excess ballots on hand. Runbeck Election Services currently provides the only software and equipment approved by the Office of the Colorado Secretary of State.

The Elections Department has been satisfied with the performance of the software and equipment which has been utilized for the past three election cycles. It is recommended that the Board of County Commissioner's approve a three year lease agreement with Runbeck Election Services, Inc., for the usage of the on demand ballot printing software and equipment in the amounts of \$21,800.00 for 2017, \$38,000.00 for 2018 and \$56,000.00 for 2019 for a total amount not to exceed \$115,800.00 over the three year lease. The price increases over the span of the agreement are reflective of discounts given to the County by Runbeck due to our long term partnership for the first two years, and the final year at the standard full pricing for Colorado customers.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Clerk and Recorder - Elections Department

ATTACHED DOCUMENTS:

Resolution

FISCAL IMPACT:

Please check if there is no fiscal impact ☐. If there is fiscal impact, please fully complete the section below.

Fund: 1**Cost Center: 1022**

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			<hr/>

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:	7562		\$210,304.00
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			<hr/> \$210,304.00

New FTEs requested: ☐ YES ☐ NO

Future Amendment Needed: ☐ YES ☐ NO

Additional Note: