



## PUBLIC HEARING AGENDA ITEM

<b>DATE OF PUBLIC HEARING:</b> July 25, 2017
<b>SUBJECT:</b> Ballot Printing and Mailing Services
<b>FROM:</b> Raymond H. Gonzales, Interim County Manager Patti Duncan, Interim Deputy County Manager Benjamin Dahlman, Finance Director Kim Roland, Procurement and Contracts Manager
<b>HEARD AT STUDY SESSION ON</b>
<b>AUTHORIZATION TO MOVE FORWARD:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>RECOMMENDED ACTION:</b> That the Board of County Commissioners approves a proposal award to K&H Election Services for ballot printing services for the Adams County Elections Department.

### **BACKGROUND:**

As part of their responsibility to conduct federal, state and county elections, the Adams County Elections Department is required to administer a mail in and early voting processes. On May 19, 2017, a Request for Proposal (RFP) was posted to the Rocky Mountain Electronic Purchasing System (RMEPS) seeking a qualified Contractor to provide ballot, envelope, secrecy sleeve printing, and mailing services to fulfill this requirement for the 2017 Coordinated Mail Ballot Election in November. The proposal deadline closed on June 8, 2017 with four proposals being submitted. After the evaluation process was completed, K&H Election Services received the highest average score. Proposals were evaluated on the following criteria:

- Ability to meet Ballot Specifications
- Response to the RFP Scope of Work
- Contractor's response to the questions
- Previous ballot printing experience
- Compliance with completion schedule
- Pricing

During the evaluation process, the committee highlighted the following qualities in K&H's RFP response:

- Familiarity with mail ballot elections and assembling mail ballot packets.
- Superior Quality Assurance system using barcodes and software verification at every step of printing, insertion, and ink-jetting.
- Competitive market pricing.

- Positive references from several very large counties in California and Washington State.

It is the recommendation of the Elections Department that the RFP award for Ballot Printing and Mailing Services be made to K&H Election Services at the estimated amount of \$220,000.

**AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Clerk and Recorder's Office, Elections Department

**ATTACHED DOCUMENTS:**

Resolution  
Evaluation Summary Sheet

**FISCAL IMPACT:**

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

<b>Fund: 1</b>
<b>Cost Center: 1022</b>

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

	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Operating Expenditure:	8025	10221701	\$220,000.00
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
<b>Total Expenditures:</b>			<u>\$220,000.00</u>

**New FTEs requested:** ☐ YES ☒ NO

**Future Amendment Needed:** ☐ YES ☒ NO

**Additional Note:**

The total expenditure for Ballot Printing cannot be determined until completion of the 2017 Election. A preliminary estimate for the required materials and services provided by K&H Election Services for the 2017 Election is \$220,000.00.