



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** A 19-382, **Version:** 1

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- a. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute an Agreement with K&H Printers-Lithographers, Inc., for ballot and voter information guide printing and mailing services per Request for Proposal (RFP) #10702. The initial term will begin November 5, 2019 and end September 30, 2023, in the amount not to exceed \$1,500,000 per election and \$6,000,000 in aggregate, with an option to extend the Agreement for four (4) additional one (1) year periods, in accordance with the terms and conditions of the Agreement.
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute no more than four amendments, on behalf of the Registrar of Voters, which do not significantly impact the scope of work and do not exceed an increase of 10% of the original amount.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute an Agreement with K&H Printers-Lithographers, Inc., for ballot and voter information guide printing and mailing services per Request for Proposal (RFP) #10702. The initial term will begin November 5, 2019 and end September 30, 2023, in the amount not to exceed \$1,500,000 per election and \$6,000,000 in aggregate, with an option to extend the Agreement for four (4) additional one (1) year periods, in accordance with the terms and conditions of the Agreement.
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute no more than four amendments, on behalf of the Registrar of Voters, which do not significantly impact the scope of work and do not exceed an increase of 10% of the original amount.

### SUMMARY/DISCUSSION:

On June 4, 2019 the Contracts/Purchasing office legally noticed RFP #10702, to award K&H Printers-Lithographers, Inc. (K&H) as the successful bidder for ballot and voter information guide printing and mailing services for the Elections Department. The amount per election is not to exceed \$1,500,000 for a total amount of \$6,000,000 for the initial Agreement term ending September 30, 2023.

Approval of the recommended actions will enable the Elections Department to print and mail ballot and voter information guides to over 191,000 Monterey County voters to conduct elections that meet State and federal election laws.

As part of the election process, the Elections Department will closely monitor that the services provided meet County requirements outlined in the scope of work of RFP #10702 which includes: ballot and voter information guide proofs, design layouts, assembly of vote by mail and voter information guide packets, timely delivery dates and contingencies outlined within the Agreement.

A copy of the proposed Agreement is attached hereto and on file with the Clerk to the Board.

OTHER AGENCY INVOLVEMENT:

The Agreement has been reviewed by the Auditor-Controller regarding fiscal provisions and by County Counsel as to form. Contracts and Purchasing conducted the RFP process which resulted in a successful proposal by the chosen vendor.

FINANCING:

Funding for this agreement is available in Elections FY 2019-20 Budget in the amount of \$1,010,583. The agreement amount per election is \$1,500,000, especially in future fiscal years and larger elections such as the Presidential. There is no reason to anticipate additional cost to the County General Fund with this recommendation for this fiscal year. Should this estimate change, Elections will attempt to identify savings. Future budgets will include funding for this agreement.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Approximately 191,000 Monterey County voters receive ballot and voter information guides for each Countywide election.

Administration:

Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

Prepared by:

Approved by:

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Izabela Lesik x 1491  
Management Analyst

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Claudio Valenzuela x 1499  
Registrar of Voters

Attachments:

Board Report  
RFP 10702 Proposed K&H Agreement 2019