

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

July 23, 2024

**FROM**

**STEPHENIE SHEA, Registrar of Voters**

**SUBJECT**

Amendment to Contract with K&H Printers, Inc. for Official Ballot Printing and Mailing Services

**RECOMMENDATION(S)**

Approve **Amendment No. 2 to Contract No. 21-977** with K&H Printers, Inc., for official ballot printing and mailing services, updating the contract language to include additional items in the Pricing Schedule under Attachment E.1, increasing the contract amount by \$2,500,000 from \$22,000,000 to an amount not to exceed \$24,500,000 and extending the term for one year, for the total term of January 1, 2022, through December 31, 2027.  
(Presenter: Stephenie Shea, Registrar of Voters, 387-2100)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of this item may result in the use of additional Discretionary General Funding (Net County Cost). A portion of the expenses associated with the printing and mailing ballots are billed to jurisdictions that call for an election. Adequate appropriation for the printing and mailing service contract was included in the Registrar of Voters' (ROV) 2024-25 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

On December 7, 2021 (Item No. 58), as the result of Request for Proposals (RFP) No. ROV121-ROV-4271, the Board of Supervisors (Board) approved Contract No. 21-977 with K&H Printers, Inc. (K&H) for print and mail official ballots, in an amount not to exceed \$22,000,000, effective January 1, 2022 through December 31, 2026.

On August 22, 2023 (Item No. 75), the Board approved Amendment No. 1, updating contract language to include vendor duties related to data management, and adjusting the Pricing Schedule to reflect cost increases due to K&H's increased materials and labor costs. There was no change to the contract amount of \$22,000,000 or the term of January 1, 2022 through December 31, 2026.

Amendment No. 2 would increase the contract amount by \$2,500,000, for a total contract amount not to exceed \$24,500,000. This increase will cover additional items in the Pricing Schedule such as larger ballot envelopes to accommodate additional ballot cards, which can increase as more contests or text from measures are added to the ballot. Assembly Bill 1416 requires a ballot label for statewide measures to include a list of signers of ballot arguments that

**Amendment to Contract with K&H Printers, Inc. for Official Ballot  
Printing and Mailing Services  
July 23, 2024**

support and oppose the measure, which can increase the number of ballot cards needed for an election. The addition of larger envelopes is reflected in the Pricing Schedule under Attachment E.1 of Amendment No. 2.

Additionally, the current contract term expires on December 31, 2026, which is an election year. ROV will be conducting a June and November election within that timeframe. The recommended amendment will extend the term by one year, through December 31, 2027, to allow for adequate time and focus to be dedicated to conducting an RFP to find a vendor who is certified by the State to print official ballots.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jolena Grider, Deputy County Counsel, 387-5455) on June 5, 2024; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on June 6, 2024; Finance (Elias Duenas, Administrative Analyst, 387-4378) on June 17, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on June 20, 2024.

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July 23, 2024**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman   Seconded: Joe Baca, Jr.  
Ayes: Col. Paul Cook (Ret.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.  
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: July 23, 2024



cc:    ROV - Shea w/agree  
       Contractor - c/o ROV w/agree  
       File - w/agree  
CCM   08/6/2024