

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

February 11, 2020

FROM

BOB PAGE, Registrar of Voters, Registrar of Voters

SUBJECT

Contract with Precision Material Management, LLC to Provide Delivery and Courier Services of Elections to Various Locations Throughout the County.

RECOMMENDATION(S)

Approve **Contract No. 20-60** with Precision Material Management, LLC to provide delivery and courier services of election equipment and/or supplies to various locations throughout the county in an amount not to exceed \$1,500,000 for the five year period of February 11, 2020 through February 10, 2025.

(Presenter: Bob Page, Registrar of Voters, 387-2100)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

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

FINANCIAL IMPACT

Approval of the item will not result in the use of additional Discretionary General Funding (Net County Costs). The total not to exceed cost of the recommended Contract with Precision Material Management, LLC (Contractor) will average \$300,000 per each contract year. The Registrar of Voters (ROV) has provided these services by the use of temporary help and vehicle/truck rentals. The size and quantity of new voting equipment purchased in 2019 would have required ROV each election to either rent more than double the number of trucks and hire more temporary drivers or rent larger trucks and hire more expensive temporary drivers with a specialized driver's license. The reduction of use of temporary help, rental of vehicles and fuel is expected to offset the costs of Contractor's services. Adequate appropriation and revenue have been included in ROV's 2019-20 budget, and will be included in future recommended budgets.

BACKGROUND INFORMATION

The recommended contract will enable ROV to contract with a vendor to provide delivery and courier services of election equipment and/or supplies to various polling place, mail ballot drop off locations and early vote sites throughout the county.

ROV has provided this service by hiring temporary employees and renting various vehicles/trucks. Various temporary employment agency vendors have stopped providing driving positions because of liability concerns. It has become more and more difficult for ROV to fill these positions during countywide elections. During the November 5, 2018 Statewide General

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Election, ROV had to request assistance from County Departments of Agriculture/Weights & Measures, Fleet Management and Public Works to provide employees to fill these positions.

On March 19, 2019 (Item No. 35), the Board authorized ROV to initiate a formal competitive procurement for a State-certified replacement voting system, electronic poll books, mobile ballot printers, and mail ballot sorters. On July 9, 2019 (Item No. 40), the Board approved an agreement with Dominion Voting Systems, Inc. for the purchase of a new voting system. On December 18, 2019, ROV in conjunction with Purchasing finalized the last contract to purchase the last component of the new voting system. The purchase of the new system changed the type, size and number of equipment delivered to polling places and early vote locations. This change would have increased the number of temporary staff and vehicles needed to deliver the new equipment. ROV recommends these delivery and courier services be contracted with a vendor in the best interest of the County.

PROCUREMENT

On November 18, 2019, a Request for Proposal (RFP) No. ROV-120-ROV3612 for delivery and/or courier services for election equipment/supplies was released. ROV received one proposal from Precision Material Management, LLC of La Mirada. ROV staff, facilitated by the Purchasing Department, reviewed the proposal and recommended to award the contract to Precision Material Management, LLC.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Penny Alexander-Kelley, Chief Assistant County Counsel, 387-4270) on January 23, 2020; Purchasing (Michelle Churchill, Buyer III, 909-387-2070) on January 9, 2020; Finance (Elias Duenas, Administrative Analyst, 387-4052) on January 24, 2020; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on January 27, 2020.

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Record of Action of the Board of Supervisors
County of San Bernardino


APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY



DATED: February 11, 2020



cc: ROV- Page w/agree
Contractor- C/O ROV w/agree
File- w/agree

la 02/12/2020