

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

August 22, 2023

FROM

STEPHENIE SHEA, Registrar of Voters

SUBJECT

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

RECOMMENDATION(S)

1. Approve **Amendment No. 1 to Contract No. 21-977** with K&H Printers, Inc., for official ballot printing and mailing services, updating the contract language to include vendor duties relating to data management, and reflecting increased costs in the Pricing Schedule, with no change to the original contract amount of \$22,000,000 or the term of January 1, 2022 through December 31, 2026.
2. Authorize the Registrar of Voters or Assistant Registrar of Voters to approve changes to the Pricing Schedule, so long as the total contract amount does not exceed \$22,000,000, subject to review by County Counsel.

(Presenter: Stephenie Shea, 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 this item may require 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 was included in the Registrar of Voters' (ROV) 2023-24 budget and will be included in future recommended budgets. If additional funds are required, ROV will return to the Board of Supervisors (Board) for approval, as needed.

BACKGROUND INFORMATION

On December 7, 2021 (Item No. 58), the Board approved Contract No. 21-977 with K&H Printers, Inc. (K&H) to produce, print and mail official ballots. Since 2003, K&H has provided ROV with official ballot services, which is comprised of the printing of all official election ballots including, but not limited to, ballots for polling places and early vote sites, as well as training and test ballots. K&H is also responsible for the printing and mailing of the vote-by-mail ballots, voter instructions and other necessary inserts.

The recommended contract amendment updates contract language to include vendor duties related to data management, and cost increases due to K&H's increased materials and labor costs. These costs are reflected in the Pricing Schedule under Attachment E.1 of the

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recommended contract amendment but are not anticipated to exceed the original contract amount.

PROCUREMENT

Contract No. 21-977 is a result of a competitive procurement under Request for Proposal (RFP) No. ROV121-ROV-4271 released on June 17, 2021. ROV received two proposals (K&H and Integrated Voting Systems), and an evaluation team reviewed the proposals for cost, qualifications, experience and technical review of the ability to provide the service. K&H was awarded the contract in the best interest of the County.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Jolena Grider, Deputy County Counsel, 387-5455) on June 12, 2023; Purchasing (Michelle Churchill, Supervising Buyer, 387-2070) on July 10, 2023; Finance (Elias Duenas, Administrative Analyst, 387-4378) on August 7, 2023; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on August 7, 2023.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY

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DATED: August 22, 2023



cc: ROV - Shea w/agree
Contractor - c/o ROV w/agree
File - w/agree

CCM 08/31/2023