

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

July 23, 2024

FROM

STEPHENIE SHEA, Registrar of Voters, Registrar of Voters

SUBJECT

Amendment to Contract with Toppan Merrill, LLC for Voter Information Guide and Sample Ballot Printing and Mailing Services

RECOMMENDATION(S)

Approve **Amendment No. 3 to Contract No. 21-978** with Toppan Merrill, LLC, for Voter Information Guide and Sample Ballot printing and mailing services, increasing the total contract amount by \$565,000, from \$18,215,000 to an amount not-to-exceed \$18,780,000, and extending the term by one year, for a 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 of Voter Information Guides (VIG's) and Sample Ballots are billed to jurisdictions that call for an election, and candidates who request a candidate statement to be included in the VIG. 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 budget requests.

BACKGROUND INFORMATION

On December 7, 2021 (Item No. 59), as the result of Request for Proposals (RFP) No. ROV121-ROV-4270, the Board of Supervisors (Board) approved Contract No. 21-978 with Toppan Merrill, LLC (Merrill) to produce, print, and mail VIG's and sample ballots in the amount not-to-exceed \$17,000,000, effective January 1, 2022 through December 31, 2026.

On July 12, 2022 (Item No. 37), the Board approved Amendment No. 1, increasing the contract amount by 5% from \$17,000,000 to an amount not to exceed \$17,850,000 due to materials and labor cost increases, with no change to the contract term. On August 22, 2023 (Item No. 73), the Board approved Amendment No. 2, updating the contract language to include vendor duties relating to data management and increasing the total contract amount by \$365,000 from \$17,850,000 to an amount not to exceed \$18,215,000 due to increased materials and labor cost.

The contract for the printing and mailing of VIG's expires on December 31, 2026, which is an election year with two scheduled elections. The recommended amendment to the contract will

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extend the contract term by one year and increase the contract amount by \$565,000 to allow ROV adequate time to conduct a RFP.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Jolena Grider, Deputy County Counsel, 387-5455) on June 11, 2024; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on June 12, 2024; Finance (Elias Duenas, Administrative Analyst, 387-4378) on June 20, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on June 21, 2024.

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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