

**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 Toppan Merrill, LLC for Voter Information Guide and Sample Ballot Printing and Mailing Services

**RECOMMENDATION(S)**

1. Approve **Amendment No. 2 to Contract No. 21-978** with Toppan Merrill, LLC, for Voter Information Guide and Sample Ballot printing and mailing services, 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, with no change to the original contract 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 under Attachment B, so long as the total contract amount does not exceed \$18,215,000, 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 printing and mailing of Voter Information Guides (VIG) 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 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. 59), the Board approved Contract No. 21-978 (Contract) with Toppan Merrill, LLC (Merrill) to produce, print and mail VIGs and Sample Ballots. On July 12, 2022 (Item No. 37), the Board approved Amendment No. 1 to the Contract, increasing the amount by 5% due to materials and labor cost increases. Amendment No. 2 updates the contract language to include vendor duties related to data management and reflects an increase in the total contract amount for materials and labor cost increases, per the Pricing Schedule under Attachment B (pricing list).

**PROCUREMENT**

**Amendment to Contract with Toppan Merrill, LLC for Voter Information  
Guide and Sample Ballot Printing and Mailing Services  
August 22, 2023**

The Contract is a result of a competitive procurement under Request for Proposal (RFP) No. ROV121-ROV-4270 released on June 17, 2021. Merrill was the only proposer, met the requirements of the RFP, and was selected to provide the services. Due to increased materials and labor costs, Merrill has requested an increase and revision to Attachment B.

**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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August 22, 2023**

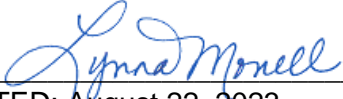
Record of Action of the Board of Supervisors  
San Bernardino County

**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