



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☒ Award ☐ Contract ☐ Grant

Requested Board Meeting Date: 05/18/21

or Procurement Director Award ☐

* = Mandatory, information must be provided

***Contractor/Vendor Name/Grantor (DBA):**

Runbeck Election Services, Inc.

***Project Title/Description:**

Election Printing Services and Materials

***Purpose:**

Amendment of Award: MA-PO-16-401, Amendment No. 01. This Amendment extends the termination date to 06/30/22. No additional funds required at this time. Cumulative not-to-exceed contract amount remains at \$15,000,000.00.

Administering Departments: Elections and Recorder's Office.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.24.010, Cooperative Procurement Authorized, on August 2, 2016, the Board of Supervisors approved an award of contract for a term commencing August 2, 2016 and terminating on June 30, 2021. Award amount is \$15,000,000.00.

This one (1) year extension is required for the continuation of goods and services and to allow Maricopa County to re-solicit a new Cooperative Contract.

PRCUID: 214239

Attachment: Master Agreement.

***Program Goals/Predicted Outcomes:**

To provide Pima County residents with election materials to vote in a timely and effective manner in accordance with A.R.S. § 16-503.

***Public Benefit:**

Registered Voters will be able to cast a ballot either at their polling place or by mail.

***Metrics Available to Measure Performance:**

Logic and accuracy tests will be performed by the Secretary of State prior to each election.

***Retroactive:**

No.

Procure 1941 04/27/21 110222

To COB: 4-27-21
pgs. 4
ver. 10

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount: \$* _____ ☐ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient?

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 16-401

Amendment No.: 01 AMS Version No.: 10

Commencement Date: 07/01/21 New Termination Date: 06/30/22

Prior Contract No. (Synergen/CMS): _____

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ 0.00

Is there revenue included? ☐ Yes ☒ No If Yes \$ _____

***Funding Source(s) required:** General Fund

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 0.00 % _____

Grant/Amendment Information (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Commencement Date: _____ Termination Date: _____ Amendment Number: _____

☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

***All Funding Source(s) required:**

*Match funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

*Match funding from other sources? ☐ Yes ☐ No If Yes \$ _____ % _____

*Funding Source: _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Nancy Page Digitally signed by Nancy Page
Date: 2021.04.22 10:16:20
+07'00' Manager: Ana Wilber Digitally signed by Ana Wilber
Date: 2021.04.23 12:55:30
+07'00'

Department: Procurement Director: Terri Spencer Digitally signed by Terri Spencer
Date: 2021.04.23 14:03:44 +07'00' Telephone: _____

Department Director Signature/Date: *Terri Spencer* 4-26-21

Deputy County Administrator Signature/Date: *John* 4-27-21

County Administrator Signature/Date: *C. Duckert* 4/27/21
(Required for Board Agenda/Addendum items)



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 1600000000000000401

MA Version: 10

Page: 1 of 2

Description: Election Printing Services and Materials

| | | | | | | | | |
|----------------------------|------------------------------------|-----------------------|---|------------|-------------|-----------------|--------------|----------------|
| I S S U E R | Pima County Procurement Department | T E R M S | Initiation Date: | 07-01-2021 | | | | |
| | 150 W. Congress St. 5th Fl | | Expiration Date: | 06-30-2022 | | | | |
| | Tucson AZ 85701 | | | | | | | |
| | Issued By: | | NANCY PAGE | | | | | |
| | Phone: | | 5207243563 | | | | | |
| | Email: | | nancy.page@pima.gov | | | | | |
| | | | <table><tr><td>NTE Amount:</td><td>\$15,000,000.00</td></tr><tr><td>Used Amount:</td><td>\$7,574,109.05</td></tr></table> | | NTE Amount: | \$15,000,000.00 | Used Amount: | \$7,574,109.05 |
| NTE Amount: | \$15,000,000.00 | | | | | | | |
| Used Amount: | \$7,574,109.05 | | | | | | | |

| | | | |
|----------------------------|-------------------------------|----------|----------------------|
| V E N D O R | RUNBECK ELECTION SERVICES INC | Contact: | Mica Quihuis |
| | 2800 S 36th St | Phone: | 602-230-0510 |
| | Phoenix AZ 85034 | Email: | mquihuis@runbeck.net |
| | | Terms: | 0.00 % |
| | | Days: | 30 |
| | | | |

| | |
|--|---------------------------|
| Shipping Method: | Vendor Method |
| Delivery Type: | |
| FOB: | FOB Dest, Freight Prepaid |
| Modification Reason | |
| Amendment No. 01 extends the termination date to 06/30/22. No additional funds required at this time. Cumulative not-to-exceed contract amount remains at \$15,000,000.00. | |

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

Master Agreement No: 1600000000000000401

MA Version: 10

Page: 2 of 2

| Line | Description | | | | | |
|------|---|-----|----------------------|------------|-----|-----|
| 1 | Publicity Pamphlets Print & Mail Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 2 | Publicity Pamphlets (LARGE PRINT) Print & Mail Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 3 | PPE Sample Ballots Print & Mail Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 4 | Full Text Insert Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 5 | Provisional and Conditional Provisional Envelopes Snap-Out Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 6 | Primary Sample Ballot Print and Mail Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 7 | General Sample Ballot Print and Mail Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 8 | ESS Electionware Ballots for PPE, Primary, General Election Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 9 | OTH Sample Ballot Print and Mail Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 10 | Polling Place Postcards Print & Mail Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 11 | For Items Not Specifically Listed Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 12 | Publicity Pamphlet/Voter Info./ Sample Ballot Schools Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 13 | Publicity Pamphlet/Voter Info./ Sample Ballot Schools Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 14 | Items for Schools not specifically listed. Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |
| 15 | Voter ID Cards Discount 0.0000 % | UOM | Unit Price \$0.00 | Stock Code | VPN | MPN |