



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: 08/02/16

or Procurement Director Award ☐

Contractor/Vendor Name (DBA): Runbeck Elections Services, Inc. (Headquarters: Tempe, AZ)

Project Title/Description:

Election Printing Services and Materials

Purpose:

Award of Contract: Master Agreement No. MA-PO-16-401. Contract is for the term commencing 08/02/16 and terminating 06/30/21. Award amount is \$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, Requisition No. 214239 was satisfied by using a cooperative agreement issued by Maricopa County contract No. 10124 SS.

Attached Document: 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

Original Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 16-401
Effective Date: 08/02/16 Termination Date: 06/30/2021 Prior Contract Number (Synergen/CMS): N/A
☒ Expense Amount: \$ 15,000,000.00 ☐ Revenue Amount: \$ _____
Funding Source(s): General Fund

Cost to Pima County General Fund: \$15,000,000.00

Contract is fully or partially funded with Federal Funds? ☐ Yes ☒ No ☐ Not Applicable to Grant Awards
Were insurance or indemnity clauses modified? ☐ Yes ☒ No ☐ Not Applicable to Grant Awards
Vendor is using a Social Security Number? ☐ Yes ☒ No ☐ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Amendment No.: _____ AMS Version No.: _____
Effective Date: _____ New Termination Date: _____
☐ Expense ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ _____
Funding Source(s): _____

Cost to Pima County General Fund: _____

Contact: Jennifer Moore, Commodity Contracts Officer Division Manager: [Signature] 7-11-16
Department: Procurement Telephone: 724-8164
Department Director Signature/Date: Bract Nelson 7-13-16
Deputy County Administrator Signature/Date: _____
County Administrator Signature/Date: C. R. [Signature] 7/13/16
(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: 1

Page: 1

Description: Election Printing Services and Materials Coop 214239

I
S
S
U
E
R

Pima County Procurement Department
130 W. Congress St. 3rd Fl
Tucson AZ 85701

Issued By: JENNIFER MOORE
Phone: 5207248164
Email: jennifer.moore@pima.gov

T
E
R
M
S

Initiation Date: 08-02-2016

Expiration Date: 06-30-2021

NTE Amount: \$15,000,000.00

Used Amount: \$0.00

V
E
N
D
O
R

RUNBECK ELECTION SERVICES INC

2404 W 14TH STREET STE 110

TEMPE AZ 85281-6920

Contact: Mica Quihuis

Phone: 602-230-0510

Email: mquihuis@runbeck.net

Terms: 0.0000 %

Days: 30

Shipping Method: Vendor Method
Delivery Type: STANDARD GROUND
FOB: FOB Dest, Freight Prepaid

Modification Reason

This Master Agreement is issued pursuant to an award made by the Board of Supervisors. Attachment: Cooperative Procurement Agreement

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: 16000000000000000401

MA Version: 1

Page: 2

Line	Description		
1	Publicity Pamphlets Print & Mail		
	Service Contract Amt	Service From	Service To
	\$0.00	--	--
2	Publicity Pamphlets (LARGE PRINT) Print & Mail		
	Service Contract Amt	Service From	Service To
	\$0.00	--	--
3	PPE Sample Ballots Print & Mail		
	Service Contract Amt	Service From	Service To
	\$0.00	--	--
4	Full Text Insert		
	Service Contract Amt	Service From	Service To
	\$0.00	--	--
5	Provisional and Conditional Provisional Envelopes Snap-Out		
	Service Contract Amt	Service From	Service To
	\$0.00	--	--
6	Primary Sample Ballot Print and Mail		
	Service Contract Amt	Service From	Service To
	\$0.00	--	--
7	General Sample Ballot Print and Mail		
	Service Contract Amt	Service From	Service To
	\$0.00	--	--
8	ESS Electionware Ballots for PPE, Primary, General Election		
	Service Contract Amt	Service From	Service To
	\$0.00	--	--
9	OTH Sample Ballot Print and Mail		
	Service Contract Amt	Service From	Service To
	\$0.00	--	--
10	Polling Place Postcards Print & Mail		
	Service Contract Amt	Service From	Service To
	\$0.00	--	--
11	For Items Not Specifically Listed		
	Service Contract Amt	Service From	Service To
	\$0.00	--	--

<p>PIMA COUNTY PROCUREMENT DEPARTMENT Administering Departments: Elections and Recorder's Office</p> <p>PROJECT: Election Printing Services and Materials</p> <p>CONTRACTOR: Runbeck Election Services, Inc.</p> <p>AMOUNT: \$15,000,000.00</p> <p>FUNDING: General Fund</p>	<table border="1"> <tr> <td align="center" colspan="2">CONTRACT</td> </tr> <tr> <td colspan="2">NO. <u>HA-PO-16-401</u></td> </tr> <tr> <td colspan="2">AMENDMENT NO. _____</td> </tr> <tr> <td colspan="2">This number must appear on all invoices, correspondence and documents pertaining to this contract.</td> </tr> </table>	CONTRACT		NO. <u>HA-PO-16-401</u>		AMENDMENT NO. _____		This number must appear on all invoices, correspondence and documents pertaining to this contract.	
CONTRACT									
NO. <u>HA-PO-16-401</u>									
AMENDMENT NO. _____									
This number must appear on all invoices, correspondence and documents pertaining to this contract.									

COOPERATIVE PROCUREMENT AGREEMENT

1 AUTHORIZATION

Pursuant to Pima County Code section 11.24.010 purchase (delivery) order documents are authorized to be issued utilizing the terms and conditions defined by Maricopa County contract No. 10124 SS, Printing and Distribution of Election Ballots services including Amendment No. 1 and incorporated by reference to the above Pima County Master Agreement Contract Number.

2 STANDARD TERMS AND CONDITIONS

Additional terms under this contract. In case of conflict these are superior to terms defined by other contract documents.

A Contract Term/Renewals/Extensions, Not To Exceed Contract Amount, Revisions:

The contract term is defined and controlled by the Master Agreement, as referenced above. Master Agreement may be terminated or further extended pursuant to the provisions of this Contract.

Any extension of the contract termination date will be by formal written amendment executed by the parties hereto. Proposed revisions to the contract shall be made through the issuance by County to Contractor of a revised Master Agreement (MA) document setting forth the requested changes.

The not-to-exceed dollar amount of the contract is \$15,000,000.00.

B Compensation and Payment:

Contractor will submit Request(s) for Payment or Invoices to the location and entity defined by County's Delivery Order document.

All Invoice documents will reference the County's Delivery Order (DO) or Contract number under which the services or products were ordered. **ALL** Invoice line items will utilize the item description, precise unit price and unit of measure defined by the County's Delivery Order or Contract document. Invoices that include line items or unit prices that do not match those documented by the County's order or contract may be returned to Contractor unprocessed for correction. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount.**

Standard payment terms are net thirty (30) days from the date of valid invoice document and do not commence until the later of receipt of goods into payment system by the receiving department and Contractor's Invoice is received and verified by County Financial Operations.

The parties may negotiate and establish unit pricing in writing under the contract for items included in the scope of the contract for which unit pricing has not been previously defined.

Unless the parties otherwise agree in writing, all pricing will be *F.O.B. Destination & Freight Prepaid Not Billed* ("*F.O.B. Destination*"), delivered to and unloaded at the destination(s) defined by the delivery article of this contract or accepted *Order* for services or products and all freight costs must be included in the offered Unit Price.

Although State and City sales tax may not be fully or accurately defined on an order, they will be paid when they are DIRECTLY applicable to Pima County and invoiced as a separate line item. Such taxes should not be included in the item unit price.

Contractor will provide detailed documentation in support of payment requests which will document, be consistent with and not exceed County's order. Contractor will bill County within one (1) month after the date on which Contractor's right to payment accrues ("Payment Accrual Date"), which, unless this contract specifically provides otherwise, is the date goods are delivered, services are performed, or costs are incurred. Invoices must assign each amount billed to an appropriate line item of County's order and document each Payment Accrual Date. County may refuse to pay any amount billed in an untimely manner or which is not conforming to County's order. County will refuse to pay any amount billed more than six (6) months after the Payment Accrual Date, pursuant to A.R.S. § 11-622(C).

C Indemnification Clause:

CONTRACTOR will indemnify, defend, and hold harmless COUNTY, its officers, employees and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs attendant thereto, arising out of any act, omission, fault or negligence by CONTRACTOR, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of this Contract.

CONTRACTOR warrants that all products and services provided under this contract are non-infringing. CONTRACTOR will indemnify, defend and hold COUNTY harmless from any claim of infringement arising from services provided under this contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

D Insurance Requirements:

The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. Pima County in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that arise out of the performance of the work under this Contract. The Contractor is free to purchase additional insurance.

Contractor's insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. Pima County in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

1. Minimum Scope and Limits of Insurance:

Contractor shall procure and maintain, until all of their obligations have been discharged, coverage with limits of liability not less than those stated below.

Commercial General Liability (CGL) – Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include bodily injury, property damage, and broad form contractual liability coverage, and products – completed operations.

Business Automobile Liability – Bodily Injury and Property Damage for any owned, hired, and/or non-owned automobiles used in the performance of this Contract with a Combined Single Limit (CSL) of \$1,000,000.

Workers' Compensation and Employers' Liability - Statutory requirements and benefits. Coverage is compulsory for employers of one or more employees. Employer's Liability – \$500,000.

2. Additional Insurance Requirements:

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

Additional Insured Endorsement: The General Liability and Business Automobile Liability Policies shall each be endorsed to include Pima County, its departments, districts, boards, commissions, officers, officials, agents, and

employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.

Subrogation Endorsement: The General Liability, Business Automobile Liability and Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of Pima County, and its departments, districts, boards, commissions, officers, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

Primary Insurance Endorsement: The Contractor's policies shall stipulate that the insurance afforded the Contractor shall be primary for this written agreement and that any insurance carried by Pima County, its agents, officials, employees or Pima County shall be excess and not contributory insurance.

Insurance provided by the Contractor shall not limit the Contractor's liability assumed under the indemnification provisions of this Contract.

3. Verification of Coverage:

Contractor shall furnish Pima County with certificates of insurance (valid ACORD form or equivalent approved by Pima County) as required by this Contract. An authorized representative of the insurer shall sign the certificates.

All certificates and endorsements, as required by this written agreement, are to be received and approved by Pima County before work commences. Each insurance policy required by this Contract must be in effect at, or prior to, commencement of work under this Contract. Failure to maintain the insurance coverages or policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include the Pima County project or contract number and project description on the certificate. Pima County reserves the right to require complete copies of all insurance policies required by this Contract at any time.

4. Notice of Cancellation:

For each insurance policy required by the insurance provisions of this contract, Contractor's insurance shall not be permitted to expire, be suspended or canceled without thirty (30) days prior written notice to Pima County. Such notice shall be mailed, emailed, hand-delivered or sent by facsimile transmission to the Pima County Contracting Representative. Notice shall include the Pima County project or contract number and project description.

5. Approval and Modifications:

Pima County Risk Management reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this contract, as deemed necessary. Such action will not require a formal Contract amendment but may be made by administrative action.

E Cancellation for Conflict of Interest:

This Agreement is subject to the provisions of A.R.S. Section 38-511.

F Israel Boycott Certification

Contractor hereby certifies that it is not currently engaged in, and will not for the duration of this Contract engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Contractor may result in action by the County up to and including termination of this Contract.

3 COOPERATIVE CONTRACT CLARIFICATIONS FOR THIS CONTRACT

A Exhibit A: Specifications and Price Matrix (9 pages) defines the County's Printing and Mailing requirements for election related materials and services and associated unit prices.

B Notices, regarding this contract should be addressed to:

Pima County Elections Department
Brad Nelson, Director
6550 S. County Club Road
Tucson, AZ 85756

Pima County Recorder's Office
F. Ann Rodriguez, Recorder
240 N. Stone Avenue
Tucson, AZ 85701

C Counterparts

The Master Agreement awarded pursuant to Cooperative Maricopa County contract may be executed in any number of counterparts, Master Agreement, this Cooperative Procurement Agreement, Maricopa County contract and each counterpart is considered an original, and together such counterparts constitute one and the same instrument. For the purposes of the Master Agreement, this signed Cooperative Procurement Agreement and the issued Master Agreement of County are each considered an original and together constitute a binding Master Agreement, if all other requirements for execution have been met.

The remainder of this page is intentionally left blank.

IN WITNESS WHEREOF, the parties have approved this Cooperative Procurement Agreement and agree to be bound by the terms and conditions of the Contract on the dates written below.

PIMA COUNTY

Chair, Board of Supervisors

Date: _____

ATTEST

Clerk of Board

Date

APPROVED AS TO FORM:



Tobin Rosen, Deputy County Attorney

6/29/16

Date

CONTRACTOR



Authorized Officer Signature

Jeff Ellington COO

Printed Name and Title

Date: 7/7/16

Exhibit A: Specifications and Price Matrix

9 Pages

- 1 PPE Sample Ballot
- 2 Primary Sample Ballot
- 3 General Election Sample Ballot
- 4 OTH Sample Ballot
- 5 ESS Sample Ballot
- 6 Insert Full Text
- 7 Pamphlets and Envelopes
- 8 Recorders Items
- 9 Total Estimated Annual Costs

Exhibit A: Specifications and Price Matrix

1 PPE Sample Ballot

Maricopa County Contract Presidential Preference Printing and Mailing of Sample Ballots

1.3.1 Printing of Presidential Preference Sample Ballots

Price UOM Maricopa Commodity Line

\$56.00 75M to 275 M 1.3.1 Printing

\$45.00 over 275 M

1.3.5.1 Mailing of Presidential Preference

Price UOM

\$82.35 1000/M

Ballot Specifications

Estimated Quantity:

Size

Folded Size

Optional Print on RES

Flat Size

Folded Size

Paper

Front Style (# of precincts)

Back Style

Party Color

Color stripe

Blue: Democrat

Salmon: Republican

Yellow: Libertarian

Others: As Needed when qualify

Print

Art

Mailing

Inkjet

Fold

Shrink-wrap

Deliver to Elections Tucson

Additional Handling

PPE Sample

Estimated Quantity: Matrix

Flat 8 1/2" x 14"

3 1/2" x 8 1/2"

No

N/A

N/A

70# white offset

Yes

2/2 Black

CASS certify and presort supplied mailing list. Tab two per current postal regulation. Mail at non-profit permit imprint Tucson Address and polling place information

Yes

No

No

No

Exhibit A: Specifications and Price Matrix
2 Primary Sample Ballot

Maricopa County Contract Primary Election Printing and Mailing of Sample Ballots

1.3.2	Printing Primary Sample Ballot	Unit Price				
A	Prep, Plate, Make-ready, Front VS					\$57.50
B	Print 2/1, Trim, Fold					\$0.15
C	Paper					\$0.04
D	Prep, Plate, Make-ready, Back VS					\$40.00
E	Prep, Plate, Make-ready per Party Color					\$290.00
	Discount If formatted to fit RES equipment					18%
Run Charges and Price Components						
		A	B	C	D	E
		# of Precincts or Styles	# of Sample Ballots	# of Sample Ballots	# of Back-Up Changes	# of Party Colors
	Unit Price	\$57.50	\$0.15	\$0.04	\$40.00	\$290.00
	TOTAL					
	Party or Jurisdiction					
	Democrat	288	250,000	250,000	2	1
	Republican	288	250,000	250,000	2	1
	Libertarian	288	250	250	2	1
	Others	288	75	75	2	1
						\$162,411.75
1.3.5.2	Mailing of Primary Election Sample Ballots					
	Set-up Per Pct./Style	\$2.03				
	Tab 2	\$27.00	1000/M			
	CASS, Presort, Inkjet, Prepare for USPS	\$58.75	1000/M			
	Discount If formatted to fit RES press		10%			
		A	B	C		
		# of Precincts or Styles	# of Sample Ballots	Set-Up per Precinct Style		
		\$2.03	\$27.00	\$58.75		
	TOTAL					
	Party or Jurisdiction					
	Democrat	288	250,000	250,000		\$22,022.14
	Republican	288	250,000	250,000		\$22,022.14
	Libertarian	288	250	250		\$606.08
	Others	288	75	75		\$591.07
						\$45,241.43

Ballot Specifications	Primary Sample
Size	Estimated Quantity: Matrix
Folded Size	Flat 10 1/2" x 28"
Optional Print on RES	10 1/2" x 6 1/8"
Flat Size	Yes
Folded Size	11x17
Paper	5-1/2 x 8-1/2
Front Style (# of precincts)	70# Offset
Back Style	
Party Color	
Color stripe	Yes
Blue: Democrat	
Salmon: Republican	
Yellow: Libertarian	
Others: As Needed when qualify	
Print	1/1 Black
	Precinct, Party
Art	Provided
	Electronic File formats
	Variable data in vendor ballot layout system
	Common copy provided as quark Xpress or Adobe PDF
Mailing	CASS Certify and presort supplied mailing list.
	Tab as required by USPS.
	Mail non-profit, permit imprint in Tucson
Inkjet	Address and polling place information.
Fold	Yes
Shrink-wrap	No
Deliver to Elections Tucson	No
Additional Handling	No

Exhibit A: Specifications and Price Matrix

3 General Election Sample Ballot

Maricopa County Contract General Election Printing and Mailing of Sample Ballots

1.3.3	Print General Sample Ballot	Unit Price
A	Prep, Plate, Make-ready, Front VS	\$103.20
B	Print 1/1, Trlm, Fold	\$0.157
C	Paper	\$0.700
D	Prep, Plate, Make-ready, Back VS	\$135.75
	Discount If formatted to Fit RES equipment	18%

Run Charges and Price Component	A	B	C	D	
	# of Products or Styles	# of Sample Ballots	# of Sample Ballots	# of Back-Up Changes	TOTAL
Unit Price	\$103.20	\$0.157	\$0.700	\$135.75	
Party or Jurisdiction					
Democrat	288	250000	250000	2	\$244,243.10
Republican	288	250000	250000	2	\$244,243.10
Libertarian	288	250	250	2	\$30,207.35
Others	288	75	75	2	\$30,057.38
					<u>\$548,750.93</u>

Maricopa County Contract General Election Mailing

1.3.5.3 Mail Primary Sample Ballot		Unit Price
A	Setup per Precinct	\$2.70 each
B	TAB 2	\$27,000 per 1000M
C	CASS, Presort, Inkjet, Prepare USPS	\$58.750 per 1000M
	Discount if formatted to fit RES press	10%

Mail Price Components	A	B	C	
	# of Precincts or Styles	# of Sample Ballots	# of Sample Ballots	TOTAL
Unit Price	\$2.700	\$27.00	\$58.750	
Party or Jurisdiction				
Democrat	288	250000	250000	\$22,215.10
Republican	288	250000	250000	\$22,215.10
Libertarian	288	250	250	\$799.04
Others	288	75	75	\$784.03
				<u>\$46,013.27</u>

Aggregate Total	\$594,764.19
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Ballot Specifications	General Sample
Size	Estimated Quantity: Matrix Flat 20" x 28"
Folded Size	10 1/4" x 5 3/4"
Optional Print on RES	Yes
Flat Size	25 x 20
Folded Size	6-1/4 x 10
Paper	80# White Offset
Front Style (# of precincts)	
Back Style	
Party Color	
Color stripe	
Blue: Democrat	
Salmon: Republican	
Yellow: Libertarian	
Others: As Needed when qualify	
Print	1/1 Black
Art	No Provided Electronic File formats Variable data in vendor ballot layout system Common copy provided as quark Xpress or Adobe PDF CASS Certify and presort supplied mailing list. Tab as required by USPS Mail non-profit, permit imprint in Tucson Address and Polling place information
Mailing	
Inkjet	Yes
Fold	No
Shrink-wrap	No
Deliver to Elections Tucson	No
Additional Handling	No

**Exhibit A: Specifications and Price Matrix
4 OTH Sample Ballot**

Maricopa County Contract 1.10 OTH Independent Sample Ballot

Price	UOM	Maricopa Commodity Line	Ballot Specifications	OTH Sample
\$525.00	2 page	1.10 Print, fold, Insert, Prepare for mail	Size	Estimated Quantity: 500,000
\$645.00	3 page		Folded Size	8 1/2" x 11"
\$814.00	4 page		Optional Print on RES	Folded Size - Standard tri-fold, Multi- pages
			Flat Size	
\$45.00	Per/M	1.11 Envelopes with Window	Folded Size	
			Paper	Stock 20# white
			Front Style (# of precincts)	
			Back Style	
			Party Color	
			Color stripe	
			Blue: Democrat	
			Salmon: Republican	
			Yellow: Libertarian	
			Others: As Needed when qualify	
			Print	1/1 Black
			Art	Precinct Unique: 1200
				Provided
				Electronic File formats
				Variable data in vendor ballot layout system
				Common copy provided as quark Xpress or Adobe PDF
				Insert letters into #10 Window envelope. CASS Certify and
				presort supplied mailing list. Tab as required by USPS. Mail
				non-profit, permit imprint in Tucson
			Mailing	
			Inkjet	No
			Fold	Yes
			Shrink-wrap	No
			Deliver to Elections Tucson	No
			Additional Handling	Insert letters into #10 Window envelope.

**Exhibit A: Specifications and Price Matrix
5 ESS Ballot**

Maricopa County Contract 1.17 Wide Ballot Types Other than Optech
1.17 B-1/2"x 11" to B-1/2"x20" Ballots

Setup Charges			Run Charges			Print 1/1, Cut	Shrink-wrap	Inkjet	Fold	*Paper	Total \$ per Ballot				
A	Per Front Style	\$40.00	B	1 Color	2 Side	Official	0.205	0.01		0.055	\$0.270				
G	Per Back Style	\$40.00	C	1 Color	2 Side	Early Vote	0.205		0.04	0.055	\$0.300				
H	Per Party Color	\$100.00	D	1 Color	2 Side	Provisional	0.205	0.01		0.055	\$0.270				
J	Per Color stripe	\$100.00	E	1 Color	2 Side	Duplicate	0.205			0.055	\$0.260				
	Per Job Minimum	\$1,200.00	F	1 Color	2 Side	Test	0.205			0.055	\$0.260				
			K	Color Stripe Ballot							\$0.010				
			I	Party Color Ballot							\$0.010				
				Add'l Cost/Ballot over 20"							\$0.010				
				Discount Volume over 350M							-\$0.020				
Run Charges and Price Component		A	B	C	D	E	F	G	H	I	J	K	Total		
		# of Precincts or Styles	# of Official Ballots	# of Early Voting Ballots	# of Provisional Ballots	# of Duplicate Ballots	# of Test Ballots	Total Ballots Ordered/Paper	# of Backup Change	Total Ballots Printed with Backs	# of Party Color Changes	# of Ballots with Party Color	# of Stripes	# of Color Stripe Ballots	
Unit Price		\$40.00	\$0.2050	\$0.2050	\$0.2050	\$0.2050	\$0.2050	\$0.5500	\$40.0000	\$0.0100	\$100.0000	\$0.0100	\$100.0000	\$0.0100	
Party or Jurisdiction															
Democrat		288	300000	50000	58000	57600	29376	494976	2	494976	1	494976	1	10000	150493.28
Republican		288	300000	50000	58000	57600	29376	494976	2	494976	1	494976	1	10000	150493.28
Libertarian		288	7250	7200	14400	7200	14976	51026	2	51026	1	51026	1	1416	26101.44
Green		288	7225	7200	14000	7200	14976	50601	2	50601	1	50601	1	1416	25982.44
All		288	7200	7200	14400	7200	14976	50976	2	50976	1	50976	1	1416	26087.44
Other		5	600	300	1000	1000	510	3410	2	3410	1	3410	1	652	1441.32
Other		3	75	75	150	75	156	531	2	531	0	531	0	0	346.68
EV's On Demand				225967				225967		225967		225967		4986	63310.62
		1448	622350	347942	159950	137875	104346	1372463		1372463		1372463		29886	444268.50

Ballot Specifications	ESS Ballots
Size	Estimated Quantity: Matrix
Folded Size	8.5 x 11 up to 8.5 x 20
Optional Print on RES	N/A
Flat Size	N/A
Folded Size	
Paper	80# ESS Ballot Stock
Front Style (# of precincts)	Official Ballots
Back Style	
Party Color	
Color stripe	
Blue: Democrat	
Salmon: Republican	
Yellow: Libertarian	
Others: As Needed when qualify	
Print	
Art	Prepress: Print to furnish PDF files
	Presswork: 1, 2 or 3 colors front, 1 color back
Mailing	OFFICIAL: Ship flat, shrink-wrap in packs of 50
Fold/Band	PROVISIONAL: Print PROVISIONAL in RED
	Fold band 50s: EARLY print in RED fold band 50s
	TEST - Print TEST in Red, Ship Flat
Shrink-wrap	Shrink-wrap Official
Deliver to Elections Tucson	Yes
Additional Handling	Ship Flat, Official & Test

Maricopa County Contract 1.7 Full Service EV Mail Processing
Preparation, Inserting, Labeling (Inkjet), Sorting, Merging, Bundling, Tracking of Outbound EV

1.7.1.3 \$1,050.00 Per 1,000M Refer to Recorder

Exhibit A: Specifications and Price Matrix**6 Insert Full Text**

Maricopa County Contract 1.15 Full Text Inserts (48 pages self-cover)

Specifications	Full Text Insert	Price	UOM
Format	Pamphlet -Countywide Elections	\$127.50	M
Dimensions	8 1/4 x 5		
Fold	Yes		
Page Count	Up to 48 pages		
Size	to fit early ballot mail-out envelope		
Prints	1/1 Black		
Art	Contractor to design layout		
Paper	8.5 x 5 1/2 pamphlet using text provided		
	30# Newsprint		
	11" x 17" Sheet format Jurisdictional Elections		
	Final fold size to fit early ballot mail-out envelope		
	Provide art as Quark Xpress or Adobe PDF files		
	Paper Stock 60# White		

Exhibit A: Specifications and Price Matrix

7 Pamphlets and Envelopes

Priced by the Job

Prices are provided on a Job-by-Job basis

Specifications	Publicity Pamphlets Print and Mail	Publicity Pamphlets Print and Mail	Postcard Polling Place
Size	8 3/8 x 10 7/8	8 3/8 x 10 7/8 LARGE PRINT	5.5 x 8.5
Paper	27.7 # Newsprint	27.7 # Newsprint	Color Card stock 9 pt. USPS
Print	1/1 Black	1/1 Black	1/1 black press, variable data on one-side
Trim	Yes	Yes	
Fold	Yes	Yes	
Binding	Saddle stitch	Saddle stitch	
Artwork	PDF Supplied by the County to Contractor	PDF Supplied by the County to Contractor	PDF Supplied by the County to Contractor
Pages	maximum 144	maximum 144	
Mailing	Cass certify and presort supplied mailing list Inkjet address and polling place information Tab as required by USPS Mail Non-Profit, permit Imprint in Tucson	Cass certify and presort supplied mailing list Inkjet address and polling place information Tab as required by USPS Mail Non-Profit, permit Imprint in Tucson	CASS certify, de-dupe, presort Mail Non-Profit, permit Imprint in Tucson
Envelopes			
Specifications	Provisional	Conditional	
Est. Quantity	300,000	200,000	
Art	PDF furnished by County to Contractor Art for front of parts 1,2,3 common	PDF furnished by County to Contractor Art for front of parts 1,2,3 common	
Form	Snap Out	Slide Glue, parts 3 & 4 to create envelope	
Numbering	Consecutively numbered, vertical	Consecutively numbered, vertical	
Start Number	100400000	500400000	
Receipt	8.5 x 2 3/8	8.5 x 2-3/8	
	1/0 perf one short way	1/0 perf two short way	
	5/8" down from top edge	5/8" down from top edge	
Paper	15# white	15# canary	
Part 1			
Size	8/5 x 11	8.5 x 11	
	1/1 Black	1/1 Black	
	Perf two short way	Perf two short way	
	5/8" down from top edge	5/8" down from top edge	
	5 1/2" down from top edge	5 1/2" down from top edge	
	15# white	15# white	
Part 2			
	8/5 x 11	8/5 x 11	
	1/0 Black	1/0 Black	
	Perf one way short	Perf one way short	
	5/8" down from top edge	5/8" down from top edge	
	15# canary		
Part 3			
	8.5 x 11 5/8	8.5 x 11 5/8	
	2/0 Black	2/0 Black	
	20% PMS 032 Bkgd	20% PMS 032 Bkgd	
	5/8" peel and seal perf flap	5/8" peel and seal perf flap	
	33# white ledger CF	33# white ledger CF	
Part 4			
	8.5 x 11 5/8	8.5 x 11 5/8	
	0/0	0/0	
	32# ledger	32# ledger	

Exhibit A: Specifications and Price Matrix

8 Recorders Items

Item Description/Specification	Maricopa Commodity Line	Est. Annual Quantity	Unit Of Measure	Unit Price	Total Annual Cost
EV Full Service Mail Processing	1.7.1.3	1,200,000	Per 1000/M	\$1,050.00	\$1,260,000.00
Domestic Carrier Envelopes	1.5.1.3	1,200,000	Per 1000/M	\$58.98	\$70,776.00
Affidavit Envelopes w/Easy Tear Open	1.4.1.3	1,200,000	Per 1000/M	\$43.51	\$52,212.00
Easy Tear Open				\$3.25	
White 24# Paper Discount	1.4.1.5			-\$2.75	
Return Envelopes		554,000	Per 1000/M	\$43.51	\$24,104.54
Domestic Instruction Inserts	1.6.1.3	590,000	Per 1000/M	\$53.60	\$31,624.00
					<u>\$1,438,716.54</u>

Exhibit A: Specifications and Price Matrix
9 Total Estimated Annual Costs

#	Commodity	Maricopa Commodity Line #	Estimated Quantity	UOM	Unit Price	Extended Amount
1	PPE Sample Ballots					<u>\$35,021.25</u>
1a	Printing	1.3.1	275,000	1000/M	\$45.00	\$12,375.00
1b	Mailing	1.3.5.1	275,000	1000/M	\$82.35	\$22,646.25
2	Primary Sample Ballots					<u>\$207,653.18</u>
2a	Printing, Paper	1.3.2	Matrix Pricing			\$162,411.75
2b	Mailing	1.3.5.2	Matrix Pricing			\$45,241.43
3	General Sample Ballots					<u>\$594,764.19</u>
3a	Printing , Paper	1.3.3	Matrix Pricing			\$548,750.93
3b	Mailing	1.3.5.3	Matrix Pricing			\$46,013.27
4	OTH Sample Ballots					<u>\$429,500.00</u>
4a	Print, Fold, Insert, Mail	1.11.1	-	2 page/M	\$525.00	\$0.00
4b	Print, Fold, Insert, Mail	1.11.2	-	3 page/M	\$645.00	\$0.00
4c	Print, Fold, Insert, Mail	1.11.3	500,000	4 page/M	\$814.00	\$407,000.00
4d	Envelope w/Window		500,000	Per/M	\$45.00	\$22,500.00
5	ESS Ballots					<u>\$444,268.50</u>
5a	Printing, Paper	1.17	Matrix Pricing			
5b	Mailing	1.7.1.3	Refer to Recorder			
6	Insert Full Text					<u>\$31,875.00</u>
6a	Printing	1.15	250,000	Per/M	\$ 127.50	\$31,875.00
6b	Surcharge Additional \$ for <1M					
7	Pamphlets/Envelopes					<u>\$50,000.00</u>
	Priced Job by Job					
8	Recorder					<u>\$1,208,218.54</u>
8a	EV Full Service Mail Processing	1.7.1.3	1,000,000	Per/M	\$1,050.00	\$1,050,000.00
8b	Domestic Carrier Envelopes	1.5.1.3	1,000,000	Per/M	\$58.98	\$58,980.00
8c	Affidavit Envelopes w/easy tear	1.4	1,000,000	Per/M	\$43.51	\$43,510.00
8d	Return Envelopes	1.4.1.3	554,000	Per/M	\$43.51	\$24,104.54
8e	Domestic Instruction Inserts	1.6.1.3	590,000	Per/M	\$53.60	\$31,624.00
Estimated Annual Total Costs						<u>\$3,000,000.00</u>
Estimated Total Costs for Contract Term thru 06/30/21						<u>\$15,000,000.00</u>