

LETTER OF ENGAGEMENT

Between: Automated Ballot Concepts / Frederic Printing, and, City of Grand Junction, Colorado

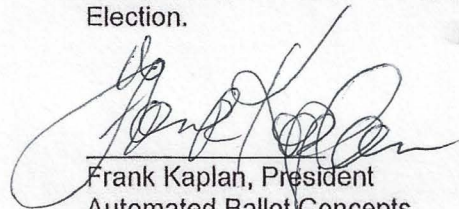
RE: Election Envelopes and Mail Ballot Preparation for the April, 2023 City of Grand Junction Municipal Election

The purpose of this letter is to confirm, based upon telephone conversations and emails that Automated Ballot Concepts / Frederic Printing will provide election envelopes, ballot printing and mail preparation for Grand Junction's April, 2023 Municipal Election.

Attached is the estimate of fees for the Municipal Election.

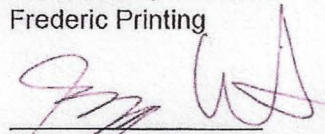
In an effort to provide a budget of the total costs involved in pursuing this matter, an estimate of fees has been provided. Please keep in mind that this is only an estimate and that, depending upon material costs and other supply chain issues, actual costs may possibly exceed this estimate.

It is understood by both parties that a more formal contract may be drawn up at a later date, but in any case, this Letter of Engagement is binding upon the parties for the April, 2023 Municipal Election.



Frank Kaplan, President  
Automated Ballot Concepts

Kurt Hamlin, President  
Frederic Printing



Greg Caton, City Manager  
Grand Junction, Colorado

April 10, 2022

**2023 Grand Junction Municipal Election  
PRICING ESTIMATES**

ENVELOPES

Outgoing Envelope	\$0.1648 per envelope
Return Envelope	\$0.1648 per envelope
Secrecy Sleeve	\$0.1648 per envelope
UOCAVA Envelopes	\$0.2648 per envelope

USPS Mail Piece Design Approval                      Included

\* Fee of \$115 per envelope for design changes

Shipping Actual

DOMINION BALLOT PRINTING

8 ½ x 11 Dominion Ballot	\$0.3675 per ballot card
8 ½ x 14 Dominion Ballot	\$0.3875 per ballot card
8 ½ x 18 Dominion Ballot	\$0.4075 per ballot card

Database Setup    \$425.00 per election

Includes:

Folding	Perfing
Two-Sided Printing	Stubs
Scoring	Packaging

Shipping Actual

ABSENTEE / MAIL VOTING PROCESS

Database Setup	\$425 per election
Mail Voter Packets	\$0.31 per voter packet
Mailing Services	Included
Postage	Actual USPS Automation Rates
USPS Mailing Statements	Included
USPS Mailing Coordination	Included
USPS Delivery and Oversight	\$150.00

Inserts will be quoted for Grand Junction at Frederic Printing rates

## Debbie Kemp

---

**From:** Amy Phillips  
**Sent:** Friday, July 8, 2022 3:33 PM  
**To:** Debbie Kemp  
**Subject:** FW: Letter of Engagement  
**Attachments:** Grand Junction LOE 5-26-22.pdf

---

**From:** frank ballotconcepts.com <frank@ballotconcepts.com>  
**Sent:** Thursday, May 26, 2022 4:37 PM  
**To:** Laura Bauer <laurab@gjcity.org>  
**Cc:** Amy Phillips <amyp@gjcity.org>  
**Subject:** RE: Letter of Engagement

**\*\* - EXTERNAL SENDER. Only open links and attachments from known senders. DO NOT provide sensitive information. Check email for threats per risk training. - \*\***

Yikes!!

We've been so involved with the CO Primary it slipped my mind. I sincerely apologize.

Attached please find my signed copy of the Letter of Engagement. Frederic Printing has not had a new president appointed yet.

Once they do, I'll forward on the Letter.

Thanks so much for the "heads up".

-Frank Kaplan  
505.823.9898

---

**From:** Laura Bauer <laurab@gjcity.org>  
**Sent:** Thursday, May 26, 2022 3:56 PM  
**To:** frank ballotconcepts.com <frank@ballotconcepts.com>  
**Cc:** Amy Phillips <amyp@gjcity.org>  
**Subject:** Letter of Engagement

Hi Frank,

Just doing some follow-up work before I slip back into retirement. My records show that I sent you the city's signed copy of our letter of engagement with you, but I don't have your signature nor Frederic Printing's signature. My last day is noon tomorrow and Amy Phillips will be your new contact. Her email will be [amyp@gjcity.org](mailto:amyp@gjcity.org) and her number will be 970-244-1533. It's been my pleasure working with you for this very brief moment in time. L

Laura J. Bauer, MMC  
Interim City Clerk  
City of Grand Junction  
(970) 244-1509  
[laurab@gjcity.org](mailto:laurab@gjcity.org)