



Purchasing Division

NOTICE OF AWARD EXTENSION-4173-16-SH

February 18, 2015

Jim Suver
Runbeck Election Services, Inc.
2404 W. 14th Street, Ste. 110
Tempe, AZ 85281

**SOLICITATION DESCRIPTION: FIRST ANNUAL EXTENSION FOR
REQUEST FOR PROPOSAL (RFP)-4041-15-SH
BALLOT PACKETS**

Dear Jim,

You are hereby notified that your firm’s contract has been extended to provide **Ballot Packets** for **Mesa County, Colorado** as needed through **December 31, 2016**. This extension continues to include the necessary work as required for all types of tasks and functions related to the contract.

Please provide your updated proof of insurance as stated in Section 3 of the original solicitation within 15 days after receiving this notice (unless updated Certificate is already on file). The document(s) can be emailed to Susan Hyatt at susanh@gjcity.org, or you can mail it to the Purchasing Office, 250 North 5th Street, Grand Junction, CO 81501, attention Susan Hyatt. “Mesa County” is to be noted as certificate holder. The insurance information must be on file **no later than February 1, 2016**.

The contract has been established using the Scope of Service in the formal solicitation. This is the first of four annual extensions.

If you have any questions or need to discuss this extension, please call me at 244-1513. I trust we will have a beneficial and rewarding experience together.

Sincerely,

Susan J. Hyatt, Senior Buyer
City of Grand Junction
Purchasing Division

ACKNOWLEDGEMENT

Receipt of this Extension is hereby acknowledged:

MESA COUNTY:

Authorized
Signature: _____

Title: _____

Date: _____

RUNBECK ELECTION SERVICES, INC.:

Authorized
Signature:

Title: VICE PRESIDENT

Date: Jan 26, 2016



CITY OF GRAND JUNCTION/MESA COUNTY, COLORADO

PROFESSIONAL SERVICES CONTRACT

This CONTRACT made and entered into this 22nd day of June, 2015 by and between the Mesa County, Colorado, a government entity in the County of Mesa, State of Colorado, hereinafter in the Contract Documents referred to as the "Owner" and Runbeck Election Services, Inc., hereinafter in the Contract Documents referred to as the "Contractor."

The Contractor shall perform the work set forth and described by the Solicitation Documents and known as Ballot Packets RFP-4041-15-SH.

The Contractor shall accept full and Complete compensation in the amount of \$0.62 per ballot paid by the Owner for the performance and completion of all the Work specified in the Contract Documents for the November 2015 Coordinated Election. The Contractor shall be paid in accordance with the fee schedule set forth in the Solicitation Documents incorporated by this reference. To receive payment, Contractor must submit invoices for work completed.

Contractor shall proceed with the work hereunder upon receipt of a written notice to proceed from the Owner.

Contract Administrator for the Owner is Amanda Polson.

Contract Administrator for the Contractor is Jim Suver.

The term of this Contract shall be from July 13 2015 to December 31, 2015.

Contractor and the Owner agree that this Contract may, upon mutual agreement of the Contractor and the Owner, be extended under the terms and conditions of the contract for up to four (4), one (1) year contract periods, contingent upon annual appropriation by the Board of County Commissioners and satisfaction of both parties.

Contractor shall provide the insurance bonds and indemnities required in the Solicitation Documents.

Contract Documents: The clauses provided in the Solicitation apply to the terms used in the Contract and all the Contract Documents. It is agreed by the parties hereto that the following list of instruments, drawings, and documents which are attached hereto, bound herewith, or incorporated herein by reference constitute and shall be referred to either as the "Contract Documents" or the Contract, and all of said instruments, drawings, and documents together as a whole constitute the

Contract between the parties hereto, and they are fully a part of this agreement as if they were set out verbatim and in full herein:

The order of contract document governance shall be as follows:

- a. The body of this contract agreement
- b. Solicitation Documents for the Project: **RFP-4041-15-SH Ballot Packets**
- c. Contractor's Response to the Solicitation
- d. Contractor's Certificate of Insurance

In witness whereof, Mesa County, Colorado, has caused this Contract to be subscribed and sealed and attested in its behalf; and the Contractor has signed this Contract the and the year first mentioned herein.


MESA COUNTY, COLORADO

By: 
Title Chair

06/22/2015
Date

ATTEST:

SEAL:

By: 
Title Clerk & Recorder

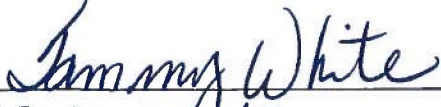


(Runbeck Election Services, Inc)

By: 
Title VICE PRESIDENT

5/19/2015
Date

ATTEST:

By: 
Title DIRECTOR / PRINCIPAL



**Request for Proposal
RFP-4041-15-SH**

BALLOT PACKETS

RESPONSES DUE:

May 12, 2015 prior to 2:30 P.M.
250 N. 5th Street
City Clerk's Office, Room #111
Grand Junction, CO 81501

PURCHASING REPRESENTATIVE:

Susan J. Hyatt, CPPB, C.P.M.
Senior Buyer
susanh@gjcity.org
970-244-1513

This solicitation has been developed specifically for a Request for Proposal intended to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction/Mesa County solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX IS NOT ACCEPTABLE** for this solicitation.

REQUEST FOR PROPOSAL

Ballot Packets

TABLE OF CONTENTS

Section

- 1.0 Administrative Information and Conditions for Submittal**
- 2.0 General Contract Terms and Conditions**
- 3.0 Insurance Requirements**
- 4.0 Specifications/Scope of Services**
- 5.0 Preparation and Submittal of Proposals**
- 6.0 Evaluation Criteria and Factors**
- 7.0 Solicitation Response Form**
- 8.0 Proposal Structure**

REQUEST FOR PROPOSAL

SECTION 1.0: ADMINISTRATIVE INFORMATION & CONDITIONS FOR SUBMITTAL

- 1.1 Issuing Office:** This Request for Proposal (RFP) is issued by the City of Grand Junction on behalf of the Mesa County Clerk (Owner). All contact regarding this RFP is directed to:
- RFP QUESTIONS:**
Susan Hyatt/Senior Buyer
susanh@gjcity.org
- 1.2 Purpose:** The purpose of this RFP is to obtain proposals from qualified professional firms to provide envelope and ballot printing, insertion, test deck creation, ink jet addressing and delivery of Mail Ballot packets for Mesa County's November 3, 2015 Coordinated Election Ballots.
- 1.3 The Owner:** The Owner is the City of Grand Junction and/or Mesa County, Colorado and is referred to throughout this Solicitation. The term Owner means the Owner or his authorized representative.
- 1.4 Compliance:** All participating Offerors, by their signature hereunder, shall agree to comply with all conditions, requirements, and instructions of this RFP as stated or implied herein. Should the Owner omit anything from this packet which is necessary to the clear understanding of the requirements, or should it appear that various instructions are in conflict, the Offeror(s) shall secure instructions from the Purchasing Division prior to the date and time of the submittal deadline shown in this RFP.
- 1.5 Submission:** Please refer to section 5.0 for what is to be included. Each proposal shall include **One (1) hard copy** and **one (1) electronic copy on CD or USB Flash Drive in PDF format**, placed in a sealed envelope and marked clearly on the outside **"RFP-4041-15-SH Ballot Packets."** **THE ELECTRONIC COPY SHALL BE AN EXACT REPRODUCTION OF THE ORIGINAL DOCUMENT(S) PROVIDED. ALL SECTIONS SHALL BE COMBINED INTO A SINGLE ELECTRONIC PDF DOCUMENT. THE ELECTRONIC DOCUMENT SHALL BE THE OFFICIAL DOCUMENT.** For proper comparison and evaluation, the Owner requests that proposals be formatted as directed in Section 5.0 "Preparation and Submittal of Proposals." Submittals received that fail to follow this format may be ruled non-responsive.
- 1.6 Altering Proposals:** Any alterations made prior to opening date and time must be initialed by the signer of the proposal, guaranteeing authenticity. Proposals cannot be altered or amended after submission deadline.
- 1.7 Withdrawal of Proposal:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the Offeror prior to the sixty-first (61st) day following the submittal deadline date and only prior to award. The Offeror so agrees upon submittal of their proposal. After award this statement is not applicable.
- 1.8 Acceptance of Proposal Content:** The contents of the proposal of the successful Offeror shall become contractual obligations if acquisition action ensues. Failure of the

successful Offeror to accept these obligations in a contract shall result in cancellation of the award and such Contractor shall be removed from future solicitations.

- 1.9 Exclusion:** No oral, telegraphic, or telephonic proposals shall be considered.
- 1.10 Addenda:** All Questions shall be submitted in writing to the appropriate person as shown in Section 1.1. Any interpretations, corrections and changes to this RFP or extensions to the opening/receipt date shall be made by a written Addendum to the RFP by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be issued electronically through the City's website at www.gjcity.org by selecting the Bids link and BidNet at www.rockymountainbidsystem.com. Offerors shall acknowledge receipt of all addenda in their proposal.
- 1.11 Exceptions and Substitutions:** All proposals meeting the intent of this RFP shall be considered for award. Offerors taking exception to the specifications shall do so at their own risk. The Owner reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, Offeror must state these exceptions in the section pertaining to that area. Exception/substitution, if accepted, must meet or exceed the stated intent and/or specifications. The absence of such a list shall indicate that the Offeror has not taken exceptions, and if awarded a contract, shall hold the Offeror responsible to perform in strict accordance with the specifications or scope of work contained herein.
- 1.12 Confidential Material:** All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award. "Proprietary or Confidential Information" is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "**Confidential Disclosure**" and placed in a separate envelope shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the Purchasing Manager. If denied, the proposer shall have the opportunity to withdraw its entire proposal, or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.
- 1.13 Response Material Ownership:** All proposals become the property of the Owner upon receipt and shall only be returned to the proposer at the Owner's option. Selection or rejection of the proposal shall not affect this right. The Owner shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP, subject to limitations outlined in the section 1.12 entitled "Confidential Material". Disqualification of a proposal does not eliminate this right.
- 1.14 Minimal Standards for Responsible Prospective Offerors:** A prospective Offeror must affirmably demonstrate their responsibility. A prospective Offeror must meet the following requirements:
- Have adequate financial resources, or the ability to obtain such resources as required.
 - Be able to comply with the required or proposed completion schedule.

- Have a satisfactory record of performance.
- Have a satisfactory record of integrity and ethics.
- Be otherwise qualified and eligible to receive an award and enter into a contract with the Owner.

1.15 Open Records: Proposals shall be received and publicly acknowledged at the location, date, and time stated herein. Offerors, their representatives and interested persons may be present. Proposals shall be received and acknowledged only so as to avoid disclosure of process. However, all proposals shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the proposal so identified by offer as such shall be treated as confidential by the Owner to the extent allowable under the Open Records Act.

1.16 Sales Tax: City of Grand Junction/Mesa County is, by statute, exempt from the State Sales Tax and Federal Excise Tax; therefore, all fees shall not include taxes.

SECTION 2.0: GENERAL CONTRACT TERMS AND CONDITIONS

2.1. Acceptance of RFP Terms: A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated on the Letter of Interest or Cover Letter by the autographic signature of the Offeror or an officer of the Offeror legally authorized to execute contractual obligations. A submission in response to the RFP acknowledges acceptance by the Offeror of all terms and conditions including compensation, as set forth herein. An Offeror shall identify clearly and thoroughly any variations between its proposal and the Owner's RFP requirements. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

2.2. Execution, Correlation, Intent, and Interpretations: The Contract Documents shall be signed in not less than triplicate by the Owner (Owner) and Contractor. Owner will provide the contract. By executing the contract, the Contractor represents that he/she has visited the site, familiarized himself with the local conditions under which the Work is to be performed, and correlated his observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by any one, shall be as binding as if required by all. The intention of the documents is to include all labor, materials, equipment and other items necessary for the proper execution and completion of the scope of work as defined in the technical specifications and drawings contained herein. All drawings, specifications and copies furnished by the Owner are, and shall remain, Owner property. They are not to be used on any other project, and with the exception of one contract set for each party to the contract, are to be returned to the owner on request at the completion of the work.

2.3. Permits, Fees, & Notices: The Contractor shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the work. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and orders of any public authority bearing on the performance of the work. If the Contractor observes that any of the Contract Documents are at variance in any respect, he shall promptly notify the Owner in writing, and any necessary changes shall be adjusted by approximate modification. If the Contractor performs any work knowing it

to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Owner, he shall assume full responsibility and shall bear all costs attributable.

- 2.4. Responsibility for those Performing the Work:** The Contractor shall be responsible to the Owner for the acts and omissions of all his employees and all other persons performing any of the work under a contract with the Contractor.
- 2.5. Protection of Persons & Property:** The Contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. He shall erect and maintain, as required by existing safeguards for safety and protection, and all reasonable precautions, including posting danger signs or other warnings against hazards promulgating safety regulations and notifying owners and users of adjacent utilities. When or where any direct or indirect damage or injury is done to public or private property by or on account of any act, omission, neglect, or misconduct by the Contractor in the execution of the work, or in consequence of the non-execution thereof by the Contractor, he shall restore, at his own expense, such property to a condition similar or equal to that existing before such damage or injury was done, by repairing, rebuilding, or otherwise restoring as may be directed, or it shall make good such damage or injury in an acceptable manner.
- 2.6. Changes in the Work:** The Owner, without invalidating the contract, may order changes in the work within the general scope of the contract consisting of additions, deletions or other revisions. All such changes in the work shall be authorized by Change Order and shall be executed under the applicable conditions of the contract documents. A Change Order is a written order to the Contractor signed by the Owner issued after the execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time.
- 2.7. Minor Changes in the Work:** The Owner shall have authority to order minor changes in the work not involving an adjustment in the contract sum or an extension of the contract time and not inconsistent with the intent of the contract documents.
- 2.8. Uncovering & Correction of Work:** The Contractor shall promptly correct all work found by the Owner as defective or as failing to conform to the contract documents. The Contractor shall bear all costs of correcting such rejected work, including the cost of the Owner's additional services thereby made necessary. The Owner shall give such notice promptly after discovery of condition. All such defective or non-conforming work under the above paragraphs shall be removed from the site where necessary and the work shall be corrected to comply with the contract documents without cost to the Owner.
- 2.9. Amendment:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All amendments to the contract shall be made in writing by the Owner Purchasing Division.
- 2.10. Assignment:** The Offeror shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written approval from the Owner.
- 2.11. Compliance with Laws:** Proposals must comply with all Federal, State, County and local laws governing or covering this type of service and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

- 2.12. Confidentiality:** All information disclosed by the Owner to the Offeror for the purpose of the work to be done or information that comes to the attention of the Offeror during the course of performing such work is to be kept strictly confidential.
- 2.13. Conflict of Interest:** No public official and/or Owner employee shall have interest in any contract resulting from this RFP.
- 2.14. Contract:** This Request for Proposal, submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute a contract equally binding between the Owner and Offeror. The contract represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral, including the Proposal documents. The contract may be amended or modified with Change Orders, Field Orders, or Addendums
- 2.15. Project Manager/Administrator:** The Project Manager, on behalf of the Owner, shall render decisions in a timely manner pertaining to the work proposed or performed by the Offeror. The Project Manager shall be responsible for approval and/or acceptance of any related performance of the Scope of Services.
- 2.16. Contract Termination:** This contract shall remain in effect until any of the following occurs: (1) contract expires; (2) completion of services; (3) acceptance of services or, (4) for convenience terminated by either party with a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.
- 2.17. Employment Discrimination:** During the performance of any services per agreement with the Owner, the Offeror, by submitting a Proposal, agrees to the following conditions:
- 2.17.1.** The Offeror shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, citizenship status, marital status, veteran status, sexual orientation, national origin, or any legally protected status except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Offeror. The Offeror agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - 2.17.2.** The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, shall state that such Offeror is an Equal Opportunity Employer.
 - 2.17.3.** Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 2.18. Immigration Reform and Control Act of 1986 and Immigration Compliance:** The Offeror certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or the immigration compliance requirements of State of Colorado C.R.S. § 8-17.5-101, *et.seq.* (House Bill 06-1343).

- 2.19. Ethics:** The Offeror shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the Owner.
- 2.20. Failure to Deliver:** In the event of failure of the Offeror to deliver services in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure the services from other sources and hold the Offeror responsible for any costs resulting in additional purchase and administrative services. This remedy shall be in addition to any other remedies that the Owner may have.
- 2.21. Failure to Enforce:** Failure by the Owner at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Owner to enforce any provision at any time in accordance with its terms.
- 2.22. Force Majeure:** The Offeror shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Offeror, unless otherwise specified in the contract.
- 2.23. Indemnification:** Offeror shall defend, indemnify and save harmless the Owner, State of Colorado, and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Offeror, or of any Offeror's agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Offeror shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.
- 2.24. Independent Firm:** The Offeror shall be legally considered an Independent Firm and neither the Firm nor its employees shall, under any circumstances, be considered servants or agents of the Owner. The Owner shall be at no time legally responsible for any negligence or other wrongdoing by the Firm, its servants, or agents. The Owner shall not withhold from the contract payments to the Firm any federal or state unemployment taxes, federal or state income taxes, Social Security Tax or any other amounts for benefits to the Firm. Further, the Owner shall not provide to the Firm any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Owner for its employees.
- 2.25. Nonconforming Terms and Conditions:** A proposal that includes terms and conditions that do not conform to the terms and conditions of this Request for Proposal is subject to rejection as non-responsive. The Owner reserves the right to permit the Offeror to withdraw nonconforming terms and conditions from its proposal prior to a determination by the Owner of non-responsiveness based on the submission of nonconforming terms and conditions.
- 2.26. Ownership:** All plans, prints, designs, concepts, etc., shall become the property of the Owner.
- 2.27. Oral Statements:** No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this document and/or resulting agreement.

All modifications to this request and any agreement must be made in writing by the Owner.

- 2.28. Patents/Copyrights:** The Offeror agrees to protect the Owner from any claims involving infringements of patents and/or copyrights. In no event shall the Owner be liable to the Offeror for any/all suits arising on the grounds of patent(s)/copyright(s) infringement. Patent/copyright infringement shall null and void any agreement resulting from response to this RFP.
- 2.29. Remedies:** The Offeror and Owner agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.30. Venue:** Any agreement as a result of responding to this RFP shall be deemed to have been made in, and shall be construed and interpreted in accordance with, the laws of the City of Grand Junction, Mesa County, Colorado.
- 2.31. Expenses:** Expenses incurred in preparation, submission and presentation of this RFP are the responsibility of the company and cannot be charged to the Owner.
- 2.32. Sovereign Immunity:** The Owner specifically reserves its right to sovereign immunity pursuant to Colorado State Law as a defense to any action arising in conjunction to this agreement.
- 2.33. Public Funds/Non-Appropriation of Funds:** Funds for payment have been provided through the City of Grand Junction/Mesa County budget approved by the City Council/Board of County Commissioners for the stated fiscal year only. State of Colorado statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the stated City of Grand Junction/Mesa County fiscal year shall be subject to budget approval. Any contract will be subject to and must contain a governmental non-appropriation of funds clause.
- 2.34. Collusion Clause:** Each Offeror by submitting a proposal certifies that it is not party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any and all proposals shall be rejected if there is evidence or reason for believing that collusion exists among the proposers. The Owner may or may not, at the discretion of the Owner Purchasing Representative, accept future proposals for the same service or commodities for participants in such collusion.
- 2.35. Gratuities:** The proposer certifies and agrees that no gratuities, kickbacks or contingency fees were paid in connection with this contract, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this contract. If the proposer breaches or violates this warranty, the Owner may, at their discretion, terminate this contract without liability to the Owner.
- 2.36. Safety Warranty:** Offeror warrants the services performed shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970.
- 2.37. OSHA Standards:** All Offerors agree and warrant that services performed in response to this invitation shall conform to the standards declared by the US Department of Labor

under the Occupational Safety and Health Act of 1970 (OSHA). In the event the services do not conform to OSHA Standards, the Owner may require the services to be redone at no additional expense to the Owner.

- 2.38. Performance of the Contract:** The Owner reserves the right to enforce the performance of the contract in any manner prescribed by law or deemed to be in the best interest of the Owner in the event of breach or default of resulting contract award.
- 2.39. Benefit Claims:** The Owner shall not provide to the Offeror any insurance coverage or other benefits, including Worker's Compensation, normally provided by the Owner for its employees.
- 2.40. Default:** The Owner reserves the right to terminate the contract immediately in the event the Offeror fails to meet delivery or completion schedules, or otherwise perform in accordance with the accepted proposal. Breach of contract or default authorizes the Owner to purchase like services elsewhere and charge the full increase in cost to the defaulting Offeror.
- 2.41. Multiple Offers:** Proposers must determine for themselves which product to offer. If said proposer chooses to submit more than one offer, THE ALTERNATE OFFER must be clearly marked "Alternate Proposal". The Owner reserves the right to make award in the best interest of the Owner.
- 2.42. Cooperative Purchasing:** Purchases as a result of this solicitation are primarily for the Owner. Other governmental entities may be extended the opportunity to utilize the resultant contract award with the agreement of the successful provider and the participating agencies. All participating entities will be required to abide by the specifications, terms, conditions and pricings established in this Proposal. The quantities furnished in this proposal document are for only the Owner. It does not include quantities for any other jurisdiction. The Owner will be responsible only for the award for our jurisdiction. Other participating entities will place their own awards on their respective Purchase Orders through their purchasing office or use their purchasing card for purchase/payment as authorized or agreed upon between the provider and the individual entity. The Owner accepts no liability for payment of orders placed by other participating jurisdictions that choose to piggy-back on our solicitation. Orders placed by participating jurisdictions under the terms of this solicitation will indicate their specific delivery and invoicing instructions.
- 2.43. Definitions:**
- 2.43.1.** "Consultant" refers to the person, partnership, firm or corporation entering into an Agreement with the Owner for the services required and the legal representatives of said party or the agent appointed to act for said party in the performance of the service(s) contracted for.
- 2.43.2.** "Offeror" refers to the person or persons legally authorized by the Consultant to make an offer and/or submit a bid (fee) proposal in response to the Owner's RFP.
- 2.43.3.** The term "Work" includes all labor necessary to produce the requirements by the Contract Documents, and all materials and equipment incorporated or to be incorporated in such construction.

- 2.43.4.** "Owner" is Mesa County, Colorado and is referred to throughout the Contract Documents. The term Owner means the Owner or his authorized representative. The Owner shall, at all times, have access to the work wherever it is in preparation and progress. The Contractor shall provide facilities for such access. The Owner will make periodic visits to the site to familiarize himself generally with the progress and quality of work and to determine, in general, if the work is proceeding in accordance with the contract documents. Based on such observations and the Contractor's Application for Payment, the Owner will determine the amounts owing to the Contractor and will issue Certificates for Payment in such amounts, as provided in the contract. The Owner will have authority to reject work which does not conform to the Contract documents. Whenever, in his reasonable opinion, he considers it necessary or advisable to insure the proper implementation of the intent of the Contract Documents, he will have authority to require the Contractor to stop the work or any portion, or to require special inspection or testing of the work, whether or not such work can be then be fabricated, installed, or completed. The Owner will not be responsible for the acts or omissions of the Contractor, and sub-Contractor, or any of their agents or employees, or any other persons performing any of the work.
- 2.43.5.** "Contractor is the person or organization identified as such in the Agreement and is referred to throughout the Contract Documents. The term Contractor means the Contractor or his authorized representative. The Contractor shall carefully study and compare the General Contract Conditions of the Contract, Specification and Drawings, Scope of Work, Addenda and Modifications and shall at once report to the Owner any error, inconsistency or omission he may discover. Contractor shall not be liable to the Owner for any damage resulting from such errors, inconsistencies or omissions. The Contractor shall not commence work without clarifying Drawings, Specifications, or Interpretations.
- 2.43.6.** "Sub-Contractor is a person or organization who has a direct contract with the Contractor to perform any of the work at the site. The term sub-contractor is referred to throughout the contract documents and means a sub-contractor or his authorized representative.

2.44 Public Disclosure Record: If the bidder has knowledge of their employee(s) or sub-bidders having an immediate family relationship with an Owner employee or elected official, the bidder must provide the Purchasing Representative with the name(s) of these individuals. These individuals are required to file an acceptable "Public Disclosure Record", a statement of financial interest, before conducting business with the Owner.

2.45 Keep Jobs in Colorado Act: Contractor shall be responsible for ensuring compliance with Article 17 of Title 8, Colorado Revised Statutes requiring 80% Colorado labor to be employed on public works. Contractor shall, upon reasonable notice provided by the Owner, permit the Owner to inspect documentation of identification and residency required by C.R.S. §8-17-101(2)(a). If Contractor claims it is entitled to a waiver pursuant to C.R.S. §8-17-101(1), Contractor shall state that there is insufficient Colorado labor to perform the work such that compliance with Article 17 would create an undue burden that would substantially prevent a project from proceeding to completion, and shall include evidence demonstrating the insufficiency and undue burden in its response.

Unless expressly granted a waiver by the Owner pursuant to C.R.S. §8-17-101(1), Contractor shall be responsible for ensuring compliance with Article 17 of Title 8, Colorado Revised Statutes requiring 80% Colorado labor to be employed on public works. Contractor shall, upon reasonable notice provided by the Owner, permit the Owner to inspect documentation of identification and residency required by C.R.S. §8-17-101(2)(a).

"Public project" is defined as:

- (a) any construction, alteration, repair, demolition, or improvement of any land, building, structure, facility, road, highway, bridge, or other public improvement suitable for and intended for use in the promotion of the public health, welfare, or safety and any maintenance programs for the upkeep of such projects
- (b) for which appropriate or expenditure of moneys may be reasonably expected to be \$500,000.00 or more in the aggregate for any fiscal year
- (c) except any project that receives federal moneys.

SECTION 3.0: INSURANCE REQUIREMENTS

3.1 Insurance Requirements: The selected Firm agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Firm pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The Firm shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Section by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

Firm shall procure and maintain and, if applicable, shall cause any Subcontractor of the Firm to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to The Owner. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Firm pursuant to this Section. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Minimum coverage limits shall be as indicated below unless specified otherwise in the Special Conditions:

(a) Worker Compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employers' Liability insurance with minimum limits of:

ONE MILLION DOLLARS (\$1,000,000) each accident,
ONE MILLION DOLLARS (\$1,000,000) disease - policy limit, and
ONE MILLION DOLLARS (\$1,000,000) disease - each employee

(b) General Liability insurance with minimum combined single limits of:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) per job aggregate.

The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall include coverage for

explosion, collapse, and underground hazards. The policy shall contain a severability of interests provision.

(c) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) aggregate

This policy shall provide coverage to protect the contractor against liability incurred as a result of the professional services performed as a result of responding to this Solicitation.

With respect to each of Consultant's owned, hired, or non-owned vehicles assigned to be used in performance of the Work. The policy shall contain a severability of interests provision. The policies required by paragraphs (b), and (c) above shall be endorsed to include the Owner and the Owner's officers and employees as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely responsible for any deductible losses under any policy required above.

SECTION 4.0: SPECIFICATIONS/SCOPE OF SERVICES

- 4.1. General Description:** This project will include envelope and ballot printing, insertion, test deck creation, ink jet addressing, ballot pull of voided ballots before mailing, and preparation of mail ballot packets, including Intelligent Mail Barcode and TrackMyMail services, for Mesa County's November 3, 2015 Coordinated Election. Included in this solicitation is the option for Owner to extend the contract to 2016 and 2017 elections based on the service received in 2015. All products printed must meet or exceed the specifications referenced herein and in the supplied sample packet.
- 4.2. Contractor Requirements and Evaluation Criteria:** Contractor shall provide documentation on the following specifications:
- 4.2.1.** Proof of Elections System & Software certification to print ES&S ballots.
Certification shall be included with the signed Response Form.
 - 4.2.2.** Price: fixed price shall be provided by election as noted on Response Form.
 - 4.2.3.** Quality control assurances including accommodating one or more Mesa County representatives at the printing location to provide quality control support and monitor printing and assembly of ballot packets, should Mesa County desire to do so.
 - 4.2.4.** Client references, particularly of ballot printing for other counties, and feedback.
 - 4.2.5.** Number of counties and their approximate size for which Contractor currently prints
 - 4.2.6.** Location of facility(s) where ballot packets shall be printed, addressed, etc.
 - 4.2.7.** Ballot printing experience and whether or not Contractor specializes *solely in ballot printing* or performs various printing jobs

4.2.8. Mesa County's past experience with any responding Contractor

- 4.3. Proposed Pricing:** Fixed pricing is requested for the provision of ballot packets for the November 3, 2015 Coordinated Election Ballots as described in the specifications below. Mesa County reserves the option to extend this contract to 2016 and 2017 elections based on the service received in 2015. Pricing shall be included for the 2016 and 2017 elections (specified below) on the Response Form.
- 4.4. Deadline for Questions:** All questions shall be submitted in writing no later than noon on April 30, 2015. Verbal questions shall not be considered or addressed. Questions shall be submitted to the Purchasing Representative noted on the front of this document. All questions will be answered in the form of a formal Addendum issued no later than 4:00 P.M. May 4, 2015. All Addenda will be posted on the City of Grand Junction website. See Section 1.11 for website information.
- 4.5. Mail Ballot Packet Specifications:** The mail ballot packet shall consist of five (5) specific pieces:
- 4.5.1. Outer (outgoing) envelope**
 - 4.5.2. Inner (return) envelope**
 - 4.5.3. Secrecy sleeve**
 - 4.5.4. Drop location slip**
 - 4.5.5. Ballot**

See **Exhibit G** for sample graphic of contents which shall be contained in outer envelope.

The outer envelope contains the other four pieces of the mail ballot packet for delivery to the voter. The outer envelope, secrecy sleeve and drop location slip are universal for all packets. The inner envelope must have the correct voter's address information ink-jetted using variable addressing data supplied by Mesa County. The correct ballot style for each voter must be inserted. See below for approximate number of ballot styles. The ballots will contain a ballot style specific bar code which will allow the Contractor's equipment to confirm insertion of the correct ballot style. In order to ensure secrecy of the ballot, the style specific bar code will not be unique to any single voter. Envelope artwork PDFs (outer envelope, inner envelope, secrecy sleeve, and drop location slip) will be provided six weeks prior to the insertion process. Hard copy proofs of all envelopes and drop sheet are required to be sent overnight to Amanda Polson, Elections Director, Mesa County Elections, 200 S. Spruce Avenue, Grand Junction, CO 81501 for approval prior to printing the main run.

The mail ballot packets will be sorted by zip code, and the Contractor will prepare a report summarizing total quantities resulting from this sort to be used for reconciliation throughout the process. See **Exhibit F** for sample graphic of report.

The Contractor will perform the ballot pull based on a data file provided by Mesa County.

The Contractor will CASS certify the mail ballot packets, affix Intelligent Mail Barcode and deliver the mail ballot packets to the Grand Junction, Colorado post office for mailing.

- 4.6. Estimated Quantities:** November 2015 Coordinated Election: 85,000 ballots, at least 5 ballot styles (and perhaps more).

4.6.1 Description:

- **Outer Envelope (outgoing) Exhibit A**
Open side, 6-1/8" x 9-1/2", white paper, black ink, horizontal window face and back printing.
- **Inner Envelope (return) Exhibit B**
Open side, 6" x 9", colored paper (yellow), black and red ink, printing on tab and face, variable data printing on back after insertion into outer envelope.
- **Mail Ballot Secrecy Sleeve Exhibit C**
8-1/2" x 11", horizontal fold, bottom glued or tabbed to make pocket, white paper (20# paper), black and red ink, inserted into outer envelope. The secrecy sleeve will not be inserted in voting machine.
- **Drop Location Slip Exhibit D**
1/3 slip of 8-1/2" x 11" white paper, black ink, inserted into outer envelope.
- **Ballot Exhibit E**
ES&S optical scan folded paper ballot, **no stub**, inserted into outer envelope. Typically 14" ballot, but may be 17" or 19" dependent on quantity of ballot content.

4.6.2 Optional 2016 elections: to be priced separately.

April 2016 City of Fruita – 8,500 ballots, 1 style
April 2016 Town of Palisade – 1,750 ballots, 1 style
April 2016 Town of Collbran – 350 ballots, 1 style
April 2016 Town of DeBeque – 250 Ballots, 1 style
June 2016 Primary Election – 60,000 ballots, 4-6 styles
November 2016 Presidential Election – 85,000 ballots, 77 styles

4.6.3 Optional 2017 elections: to be priced separately.

April 2017 City of Grand Junction – 32,000 ballots, 5 styles
November 2017 Coordinated Election – 85,000 ballots, 4 styles

4.7. 2015 Coordinated Election Print Timeline: Mesa County will provide envelope artwork (outer envelope, inner envelope, secrecy sleeve, and drop location slip) by Friday, August 7, 2015. Contractor shall provide hard copy proofs for approval before printing main run.

Mesa County shall provide PDF Ballot faces by Friday, September 11, 2015.

Mesa County shall provide ballot quantities and insertion order by style by Friday, September 11, 2015.

Print Contractor shall provide test deck to Mesa County by Friday, September 18, 2015.

Ballot Print Approval by Mesa County shall occur by Monday, September 21, 2015.

Mesa County shall provide address data by Wednesday, September 23, 2015.

Mesa County shall provide ballot pull data by Monday, October 5, 2015.

Quality Control Visit – to be coordinated with Contractor.

Addressed mail ballot packets shall be delivered to the USPS Grand Junction bulk mail facility on Friday, October 9, 2015. The Over Run shall be delivered to Mesa County by Friday, October 5, 2015.

4.8. Optional 2016 Elections Print Estimated Timeline: The following optional elections will be priced separately.

4.8.1 2016 Municipal Elections: Mesa County shall provide envelope artwork (outer envelope, inner envelope, secrecy sleeve, and drop location slip) by January 13, 2016. Contractor shall provide hard copy proofs before printing main run.

Mesa County shall provide PDF Ballot faces by February 11, 2016.

Mesa County shall provide ballot quantities and insertion order by style by February 11, 2016.

Print Contractor shall provide test deck to Mesa County by February 18, 2016.

Ballot Print Approval by Mesa County by February 19, 2016.

Mesa County shall provide address data by February 24, 2016.

Quality Control Visit – to be coordinated with Contractor.

Addressed Mail Ballot Packets shall be delivered to the USPS Grand Junction bulk mail facility by March 7, 2016. The Over Run shall be delivered to Mesa County by March 7, 2016.

4.8.2 2016 Primary Election: Mesa County shall provide envelope artwork (outer envelope, inner envelope, secrecy sleeve, and drop location slip) by March 28, 2016. Contractor shall provide hard copy proofs before printing main run.

Mesa County shall provide PDF Ballot faces by May 2, 2016.

Mesa County shall provide ballot quantities and insertion order by style by May 2, 2016.

Print Contractor shall provide test deck to Mesa County by May 8, 2016.

Ballot Print Approval by Mesa County by May 12, 2016.

Mesa County shall provide address data by May 12, 2016.

Mesa County shall provide Ballot Pull data by May 23, 2016.

Quality Control Visit – to be coordinated with Contractor.

Addressed Mail Ballot Packets shall be delivered to the USPS Grand Junction

bulk mail facility by May 30, 2016. The Over Run shall be delivered to Mesa County by May 23, 2016.

- 4.8.3 2016 Presidential Election:** Mesa County shall provide envelope artwork (outer envelope, inner envelope, secrecy sleeve, and drop location slip) by August 8, 2016. Contractor shall provide hard copy proofs before printing main run.

Mesa County shall provide PDF Ballot faces by September 9, 2016.

Mesa County shall provide ballot quantities and insertion order by style by September 9, 2016.

Print Contractor shall provide test deck to Mesa County by September 16, 2016.

Ballot Print Approval by Mesa County by September 19, 2016.

Mesa County shall provide address data by September 19, 2016.

Mesa County shall provide Ballot Pull data by October 3, 2015.

Quality Control Visit – to be coordinated with Contractor.

Addressed Mail Ballot Packets shall be delivered to the USPS Grand Junction bulk mail facility by October 10, 2016. The Over Run shall be delivered to Mesa County by October 3, 2016.

- 4.9. Ballot test Deck Specifications:** After the ballot PDFs are sent to the print Contractor and prior to printing of the main run of ballots, Contractor must print a specified number of test ballots, and deliver within one week via overnight delivery to Mesa County Elections, 200 S. Spruce Avenue, Grand Junction, CO 81501. Test deck ballots must come from the same paper stock and be printed on the same printing equipment as the main run of ballots. **They must not be folded.** Contractor shall give Mesa County a specified time frame for marking and testing of the ballots in the County's voting equipment. See timelines below. Once testing of ballots is complete the Contractor will receive approval to print the main run. Ballot print quality will be checked for ghosting, contrast issues, margins, and correct cut lines. Contractor agrees to comply with any print quality correction Mesa County requests.

4.10. RFP Tentative Time Schedule:

- | | |
|--------------------------------------------------|---------------------------|
| • Request for Proposal available | on or about April 7, 2015 |
| • Inquiry deadline, no questions after this date | April 30, 2015 at noon |
| • Submittal deadline for proposals | May 12, 2015 |
| • Evaluation of proposals | beginning May 13, 2015 |
| • Final Selection | on or before May 29, 2015 |
| • Board of County Commissioners approval | on or about July 13, 2015 |
| • Contract Execution | on or about July 13, 2015 |

SECTION 5.0: PREPARATION AND SUBMITTAL OF PROPOSALS

Submission: Each proposal shall include **One (1) hard copy** and **one (1) electronic copy in PDF format on USB Flash Drive or CD**, placed in a sealed envelope and marked clearly on the outside “RFP-4041-15-SH Ballot Packets”. **The electronic copy shall be an exact reproduction of the original documents provided. All sections shall be combined into a SINGLE ELECTRONIC DOCUMENT in PDF format. THE ELECTRONIC COPY SHALL BE THE OFFICIAL DOCUMENT.** Offerors are required to indicate their interest in this Project, show their specific experience and address their capability to perform the Scope of Services in the Time Schedule as set forth herein. For proper comparison and evaluation, the Owner requests that proposals be formatted 5.1 to 5.6. Proposals must contain all of the following information to satisfy the requirements of this RFP:

- 5.1 Cover Letter:** Cover letter shall be provided which explains the Firm’s interest in the project. The letter shall contain the name/address/phone number of the person who will serve as the firm’s principal contact person with Owner’s Contract Administrator and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm. Include full company name, corporate headquarters address and year of formation. By submitting a response to this solicitation the Contractor agrees to all requirements herein.
- 5.2 Qualifications/Experience/Credentials:** Offeror shall provide their qualifications for consideration as a contract provider and include prior experience in similar projects. Include the number of Counties and their approximate size for which you currently print and how many customer service representatives are available at the corresponding printing facility to handle the capacity. Also include the location of facility(s) where ballot packets shall be printed, addressed, etc.
- 5.3 Strategy and Implementation Plan:** Describe your (the firm’s) interpretation of the Owner’s objectives with regard to this RFP. Describe the proposed strategy and/or plan for achieving the objectives of this RFP. The Firm may utilize a written narrative or any other printed technique to demonstrate his/her ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the RFP objectives are accomplished. Include a **time schedule** for completion of your firm’s implementation plan and an estimate of time commitments from Owner staff.
- 5.4 References:** A minimum of three (3) **references** with their names, addresses and telephone numbers that can attest to your experience in projects of similar scope and size. Include the size of the group, what services are currently being offered there and how long they have been a client.
- 5.5 Fee Proposal:** Provide a complete list of costs using Solicitation Response Form found in Section 7.
- 5.6 Additional Data (optional):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.

SECTION 6.0: EVALUATION CRITERIA AND FACTORS

- 6.1 Evaluation:** An evaluation team shall review all responses and select the proposal or proposals that best demonstrate the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance.
- 6.2 Intent:** Only respondents who meet the qualification criteria will be considered. Therefore, it is imperative that the submitted proposal clearly indicate the firm's ability to provide the services described herein.

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. The Owner reserves the right to reject any and all Statements. The following parameters will be used to evaluate the submittals (in no particular order of priority):

- Responsiveness of submittal to the RFP
- Understanding of the project and the objectives
- Experience
- Necessary resources
- Strategy & Implementation Plan
- Required skills
- Demonstrated capability
- Demonstrated business integrity
- References – client reference of ballot printing for other counties and their feedback
- Number of counties served and their approximate size
- Location of facility(s) where ballot packets shall be printed, addressed, etc.
- Fees – including fees for 2016 and 2017 elections

The Owner shall undertake negotiations with the top rated firm and will not negotiate with lower rated firms unless negotiations with higher rated firms have been unsuccessful and terminated.

- 6.3 Oral Interviews:** The Owner may invite the most qualified rated proposers to participate in oral interviews.
- 6.4 Award:** Firms shall be ranked or disqualified based on the criteria listed in Section 4.2 and 6.2. The Owner reserves the right to consider all of the information submitted and/or oral presentations, if required, in selecting the project Contractor.

**SECTION 7.0: SOLICITATION RESPONSE FORM
RFP-4041-15-SH "BALLOT PACKETS"**

Offeror must submit entire Form completed, dated and signed.

1. Firm fixed price for November 2015 Coordinated Election:

Description	Qty	Price per Ballot Packet	Extended Price for Election
November 2015 Coordinated Election: estimated 85,000 ballots, at least 5 styles (and possibly more)	85,000		

2. Optional pricing for 2016 Elections:

Description	Qty	Price per Ballot Packet	Extended Price for Election
2016 Primary Election: estimated 60,000 ballots, 4-6 styles	60,000		
2016 Presidential Election: estimated 85,000 ballots, 77 styles	85,000		
2016 April City of Fruita Election: estimated 8,500 ballots, 1 style	8,500		
2016 April Town of Palisade: estimated 1,750 ballots, 1 style	1,750		
2016 April Town of Collbran: estimated 350 ballots, 1 style	350		
2016 April Town of DeBeque: estimated 250 ballots, 1 style	250		

3. Optional pricing for 2017 Elections:

Description	Qty	Price per Ballot Packet	Extended Price for Election
April 2017 City of Grand Junction Election: estimated 32,000 ballots, 5 styles	32,000		
November 2017 Coordinated Election: estimated 85,000 ballots, 4 styles	85,000		

The Owner reserves the right to accept any portion of the work to be performed at its discretion

Date: _____

The undersigned has thoroughly examined the entire Request for Proposals and therefore submits the proposal and schedule of fees and services attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Request for Proposal and as described in the Offeror's proposal attached hereto; as accepted by the Owner.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the Owner are tax exempt from Colorado Sales or Use Tax. Mesa County Tax Exempt No. 98-04241. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- Prompt payment discount of _____ percent of the net dollar will be offered to the Owner if the invoice is paid within _____ days after the receipt of the invoice. Payment Terms _____.

ADDENDA: State number of Addenda received: _____.

Company Name – (Typed or Printed)

Authorized Agent – (Typed or Printed)

Authorized Agent Signature

Title

Address of Offeror

Owner, State, and Zip Code

Phone Number

Fax Number

E-mail Address of Agent

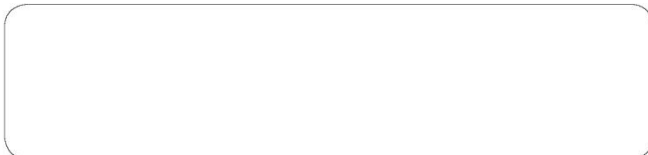
Cell Phone Number

SECTION 8.0: Proposal Structure

Use of this Proposal Structure is required or the proposal may be considered unresponsive and therefore disqualified. The Offeror must place and label a major tab between each Part of the Proposal Structure and minor tabs between each sub-part of the proposal structure.

Part 1	Solicitation Submittal
	Cover Letter
	Qualifications of Firm/Project Team
	Strategy and Implementation Plan
	References
	Additional Data
	Proof of Elections Systems & Software certification (Section 4.2.1)
	Quality Control assurances (Section 4.2.3)
	Ballot printing experience and specialization (Section 4.2.7)
Part 2	Solicitation Response Form
	Submit dated and signed form
Part 3	Number of Submittals
	One (1) hard copy and one (1) electronic copy in PDF format. The electronic copy shall be the official document.

**This may not be your only ballot.
Other elections may be held by other political
subdivisions
by mail or by polling place.**



Official Ballot Enclosed

RETURN SERVICE REQUESTED

**Mesa County Clerk and Recorder
PO Box 20000
Grand Junction CO 81502-5009**



**NONPROFIT ORG
U.S. POSTAGE PAID
GRAND JCT CO
PERMIT NO. 134**

**EXHIBIT A
Outer Envelope**

**EXHIBIT B
INNER ENVELOPE**

From _____



**APPLY
FIRST CLASS
POSTAGE
HERE**

**IMPORTANT! FAILURE TO INCLUDE
YOUR SIGNATURE ON THE BACK
OF THIS ENVELOPE WILL
INVALIDATE YOUR BALLOT.**

**BALLOT MUST BE
RECEIVED BY 7:00 P.M.
ELECTION DAY**

OFFICIAL BALLOT ENCLOSED

MESA COUNTY CLERK & RECORDER
PO BOX 20000
GRAND JUNCTION CO 81502-5001



IMPORTANT INFORMATION:

1. This voted ballot **MUST** be received by the Clerk & Recorder's Office no later than 7:00 P.M. on Election Day to be counted. Postmarks **DO NOT** count as delivery or receipt; the voted ballot **MUST BE IN THE CLERK'S OFFICE** by 7:00 P.M. on Election Day.
2. Failure to sign the **AFFIDAVIT OF VOTER** will invalidate your ballot.
3. Voting more than once in the same election is a crime.

SIGN HERE

AFFIDAVIT OF VOTER

I state under penalty of perjury that I am an eligible elector; that my signature and name are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992".

X
Voter's Signature - (Signature Required) _____

TODAY'S DATE _____

*WITNESS _____
* In case of applicant's disability or inability to sign personally, his/her mark shall be witnessed by another person.

POSTMASTER - DO NOT DELIVER TO THIS ADDRESS

Return your ballot

You may return your voted ballot by mail (don't forget to include adequate postage) or you may hand deliver your ballot to a designated drop-off location. (See Frequently Asked Questions below.)

Ballots must be RECEIVED at the Mesa County Elections office and/or Designated Courtesy Drop-off locations by 7:00 p.m. on Election Day in order for your vote(s) to be counted. Ballots received after 7:00 p.m. on Election Day will not be counted.

Postmarks do not count as a received date.

Frequently Asked Questions:

Where can I drop off my ballot?

Open regular business hours, 8:00 a.m. – 5:00 p.m.

•Elections Division Office
544 Road Ave., Courthouse Annex, 3rd Floor, Grand Junction

•Recording Office
544 Road Ave., 1st Floor, Grand Junction

Open regular business hours, 7:30 a.m. – 4:30 p.m.

•Mesa Mall, JC Penny Wing
2424 Hwy 6 & 50, Grand Junction

•Peachtree Shopping Center
3225 I-70 Business Loop, Unit A-2, Clifton

•Fruita Civic Center
325 East Aspen, Fruita

What do I do if I make a mistake, damage or lose my ballot?

You may request a Replacement Ballot by calling 970-244-1662 during regular business hours, 8:00 a.m. to 5:00 p.m. or on Election Day from 7:00 a.m. to 7:00 p.m.

How do I know you received my ballot?

To verify that your Mail-In Ballot was received by the Elections Office, please call 970-244-1662 or visit our website vote.mesacounty.us.

I've heard that mail ballots are only counted if there are close races. Is that true?

No. All ballots, both polling place and mail, are counted in the same manner. All valid mail ballots are counted in every election in Colorado, regardless of the outcome or closeness of any race.

Are ADA accessible voting machines available?

Yes. ADA accessible voting machines are available for use. For more information, please contact the Mesa County Elections office at 970-244-1662.

For additional information regarding acceptable forms of ID visit www.elections.colorado.gov, see SOS Election Rule 30.1.6, or call Mesa County Elections.

Secrecy Sleeve with Voter Instructions
Mesa County General Election November 2, 2010

What are the contents of my Official Mail Ballot Packet?

- Official Ballot
- Secrecy Sleeve with Voter Instructions
- Official Return Envelope

How do I vote my ballot?

Follow all the voting instructions shown on your ballot. After you have marked all your voting choices and finished voting:

1. Refold your ballot along the original fold lines.
2. Place your voted ballot in the Secrecy Sleeve
3. Place the Secrecy Sleeve (with voted ballot) into the Official Return Envelope.
4. Sign and date the "Affidavit of Voter" located on the back of the Official Return Envelope. See example below.

Only one voter's ballot is permitted in your Official Return Envelope.

If more than one ballot is placed in your Official Return Envelope, none of the ballots will be counted.

If you are a first time voter who registered to vote in the State of Colorado by mail, you must enclose a photocopy of your identification in the Official Return Envelope. Do not place your ID photocopy in the Secrecy Sleeve with your voted ballot. See the **AM I REQUIRED TO PROVIDE ID?** section below.

By law, your signature is required on the AFFIDAVIT OF VOTER (located on the back of the Official Return Envelope). If you do not sign the affidavit, your ballot will not be counted.

AFFIDAVIT OF VOTER
I state under penalty of perjury that I am an eligible elector, that my signature and name are as shown on this envelope, that I have not and will not cast any vote in this election except by the enclosed ballot, and that my ballot is enclosed in accord with the provisions of the Uniform Election Code of 1992.

X George Washington
Voter's Signature – (Signature Required)
TODAY'S DATE July 4, 1776

* Witness _____
* In several states, it is illegal to make, duplicate, or use a ballot that has been voted by another person.

Am I required to provide identification (ID)?

If there are the words "**ID REQUIRED**" stamped in **RED** on the outside of your envelope then you must return a copy of an ID listed below:

If you are required to provide ID as indicated above, place a **photocopy** of one of the following acceptable forms of identification into the Official Return Envelope. (**Do not place the photocopied identification in the Secrecy Sleeve with your voted ballot.**) All ID's must be current and valid. If your ID shows your address, that address must be in the State of Colorado for the ID to be considered a valid form of identification.

- Colorado driver's license
- Colorado ID card issued by the department of revenue
- United States passport
- Employee ID card with a photograph of the eligible elector issued by any branch, department, agency, or entity of the United States government or of this state, or by any county, municipality, board, authority, or other political subdivision of this state
- Pilot's license issued by the federal aviation administration or other authorized agency of the United States
- United States military ID card with a photograph of the eligible elector
- A copy of a current utility bill, bank statement, government document, or other document that shows the name and address of the elector. For examples, please see the attached document.
- Medicare or Medicaid card issued by the United States Health and Human Services Department
- A certified copy of a birth certificate for the elector issued in the State of Colorado
- Certified documentation of naturalization
- Student ID card with a photograph issued by an institution of higher learning

EXHIBIT C
SECRECY SLEEVE

SOS Approved 4/20/10

**EXHIBIT D
DROP SLIP**

Mail-In ballots must be received by the Elections Division via mail or ballot boxes by 7:00 p.m. Election Day, Nov 2, 2010.

COURTESY BALLOT BOX LOCATIONS

Open regular business hours 8:00 a.m. – 5:00 p.m.

- **Elections Division Office**
544 Rood Avenue, Court house Annex, 3rd Floor, GJ
** Open Election Day, 7:00 a.m. – 7:00 p.m.
- **Recording Office**
544 Rood Avenue, 1st Floor, Grand Junction
** Open Election Day, 7:00 a.m. – 7:00 p.m.

MOTOR VEHICLE OFFICES

Open regular business hours 7:30 a.m. – 4:30 p.m.

- **Mesa Mall, JC Penney Wing**
2424 Highway 6 & 50, Grand Junction
** Open Election Day, 7:00 a.m. – 7:00 p.m.
- **Peachtree Shopping Center**
3225 1-70 Business Loop, Unit A-2, Clifton
** Closed on Election Day
- **Fruita Civic Center**
325 E. Aspen, Fruita
** Closed on Election Day

**.61¢
POSTAGE**

If you wish to return your ballot by mail, do not forget to provide adequate postage.

Colorado Revised Statute 1-7.5-107(4)(b) states, in part:
"...If an eligible elector returns the ballot by mail, the elector must provide postage...."

Questions? Call the Elections Division at 244-1662

Mail-In ballots must be received by the Elections Division via mail or ballot boxes by 7:00 p.m. Election Day, Nov 2, 2010.

COURTESY BALLOT BOX LOCATIONS

Open regular business hours 8:00 a.m. – 5:00 p.m.

- **Elections Division Office**
544 Rood Avenue, Court house Annex, 3rd Floor, GJ
** Open Election Day, 7:00 a.m. – 7:00 p.m.
- **Recording Office**
544 Rood Avenue, 1st Floor, Grand Junction
** Open Election Day, 7:00 a.m. – 7:00 p.m.

MOTOR VEHICLE OFFICES

Open regular business hours 7:30 a.m. – 4:30 p.m.

- **Mesa Mall, JC Penney Wing**
2424 Highway 6 & 50, Grand Junction
** Open Election Day, 7:00 a.m. – 7:00 p.m.
- **Peachtree Shopping Center**
3225 1-70 Business Loop, Unit A-2, Clifton
** Closed on Election Day
- **Fruita Civic Center**
325 E. Aspen, Fruita
** Closed on Election Day

**.61¢
POSTAGE**

If you wish to return your ballot by mail, do not forget to provide adequate postage.

Colorado Revised Statute 1-7.5-107(4)(b) states, in part:
"...If an eligible elector returns the ballot by mail, the elector must provide postage...."

Questions? Call the Elections Division at 244-1662

Mail-In ballots must be received by the Elections Division via mail or ballot boxes by 7:00 p.m. Election Day, Nov 2, 2010.

COURTESY BALLOT BOX LOCATIONS

Open regular business hours 8:00 a.m. – 5:00 p.m.

- **Elections Division Office**
544 Rood Avenue, Court house Annex, 3rd Floor, GJ
** Open Election Day, 7:00 a.m. – 7:00 p.m.
- **Recording Office**
544 Rood Avenue, 1st Floor, Grand Junction
** Open Election Day, 7:00 a.m. – 7:00 p.m.

MOTOR VEHICLE OFFICES

Open regular business hours 7:30 a.m. – 4:30 p.m.

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Questions? Call the Elections Division at 244-1662

**REGULAR MUNICIPAL ELECTION
CITY OF GRAND JUNCTION, COLORADO**

**EXHIBIT E
BALLOT**

MAKING SELECTIONS

Use a dark pen to completely fill in the oval next to your choice.

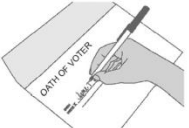


RETURNING THE BALLOT

Insert completed ballot into secrecy sleeve.



Insert secrecy sleeve containing completed ballot into return envelope. Sign the oath on the return envelope.



Replacement ballots: if you spoil or deface your ballot, you may obtain other ballots by contacting the Elections Division at (970) 244-1662.

START VOTING HERE

DISTRICT B
Four-Year Term
(Vote for One)

- Sam Sururas
- Write-In

DISTRICT C
Four-Year Term
(Vote for One)

- Bennett Boeschstein
- Write-In

AT-LARGE
Four-Year Term
(Vote for One)

- John L. Ballagh
- Jim Doody
- Aaron Garth Norris
- Jacob N. Richards
- Joshua Wussick
- Write-In

CITY OF GRAND JUNCTION REFERRED MEASURE A

Shall the City of Grand Junction prohibit the operation of medical marijuana businesses and amend the Grand Junction Municipal Code by the addition of a new section prohibiting certain uses relating to marijuana by Ordinance No. 4437, the title to which shall read:

AN ORDINANCE PROHIBITING THE OPERATION OF MEDICAL MARIJUANA BUSINESSES AND AMENDING THE GRAND JUNCTION MUNICIPAL CODE BY THE ADDITION OF A NEW SECTION PROHIBITING CERTAIN USES RELATING TO MARIJUANA

- FOR THE ORDINANCE
- AGAINST THE ORDINANCE

CITY OF GRAND JUNCTION REFERRED MEASURE B

Shall the City of Grand Junction grant franchises to Public Service Company of Colorado, d/b/a Xcel Energy and to Grand Valley Rural Power Lines, Inc. by People's Ordinance No. 37?

AN ORDINANCE GRANTING A FRANCHISE BY THE CITY OF GRAND JUNCTION TO PUBLIC SERVICE COMPANY OF COLORADO, D/B/A XCEL ENERGY, ITS SUCCESSORS AND ASSIGNS, THE RIGHT TO FURNISH, SELL AND DISTRIBUTE GAS AND ELECTRICITY TO THE CITY AND TO ALL PERSONS, BUSINESSES, AND INDUSTRY WITHIN THE CITY AND THE RIGHT TO ACQUIRE, CONSTRUCT, INSTALL, LOCATE, MAINTAIN, OPERATE AND EXTEND INTO, WITHIN AND THROUGH SAID CITY ALL FACILITIES REASONABLY NECESSARY TO FURNISH, SELL AND DISTRIBUTE GAS AND ELECTRICITY WITHIN THE CITY AND THE RIGHT TO MAKE REASONABLE USE OF ALL STREETS AND OTHER PUBLIC PLACES AND PUBLIC EASEMENTS AS HEREIN DEFINED AS MAY BE NECESSARY; AND FIXING THE TERMS AND CONDITIONS THEREOF; AND

AN ORDINANCE GRANTING A FRANCHISE BY THE CITY OF GRAND JUNCTION TO GRAND VALLEY RURAL POWER LINES, INC., ITS SUCCESSORS AND ASSIGNS, THE RIGHT TO FURNISH, SELL AND DISTRIBUTE ELECTRICITY TO THE CITY AND TO ALL PERSONS, BUSINESSES, AND INDUSTRY WITHIN THE CITY AND THE RIGHT TO ACQUIRE, CONSTRUCT, INSTALL, LOCATE, MAINTAIN, OPERATE AND EXTEND INTO, WITHIN AND THROUGH SAID CITY ALL FACILITIES REASONABLY NECESSARY TO FURNISH, SELL AND DISTRIBUTE ELECTRICITY WITHIN THE CITY AND THE RIGHT TO MAKE REASONABLE USE OF ALL STREETS AND OTHER PUBLIC PLACES AND PUBLIC EASEMENTS AS HEREIN DEFINED AS MAY BE NECESSARY; AND FIXING THE TERMS AND CONDITIONS THEREOF

- FOR THE ORDINANCE
- AGAINST THE ORDINANCE

END OF BALLOT

"WARNING:
Any person who, by use of force or other means, unduly influences an eligible elector to vote in any particular manner or to refrain from voting, or who falsely makes, alters, forges, or counterfeits any mail ballot before or after it has been cast, or who destroys, defaces, mutilates or tampers with a ballot is subject, upon conviction, to imprisonment, or to a fine, or both."

Official Ballot
Regular Municipal Election
City of Grand Junction,
Colorado
April 5, 2011
Stephanie Tuin
Stephanie Tuin, City Clerk

DO NOT REMOVE STUB FROM BALLOT

A

**EXHIBIT F
BALLOT QUANTITY RUN LIST**

MESA COUNTY ELECTION BALLOT QUANTITIES

TEST DECK MUST BE DELIVERED BY FEBRUARY 16, 2011

BALLOT PACKETS AND THE REST OF THE FLAT BALLOTS MUST BE DELIVERED BY MARCH 4, 2011

Deliver Ballots To: Mail Managers, 2520 Weslo Ave, Grand Junction, CO 81505 (970) 241-1612

Deliver Overrun To: Mesa County Elections, 544 Rood Ave, Suite 301A, Grand Junction, CO 81501 (970) 244-1662

BALLOT SEQ			STYLE NAME	TEST DECK	FLAT BALLOTS		FOLDED BALLOTS	SEQUENTIAL BALLOT #	
TYP	SEQ	SPLIT	District	Due 02/16/2011	Due 03/04/2011	Ballot Packets Due 03/04/2011	Beginning #	Ending #	
01	01	01	A	60	0	5,842	1	5842	
01	02	01	B	60	0	6,795	5,843	12637	
01	03	01	C	60	0	4,272	12,638	16909	
01	04	01	D	60	0	6,937	16,910	23846	
01	05	01	E	60	0	4,580	23,847	28426	
01	06	01	DDA	50	1200		**FLAT ONLY**		
				350	1,200	28,426			

Total Ballots to be Printed: *(Test, Flat, Folded)* **29,976**

From _____



AFFIX ADEQUATE POSTAGE

IMPORTANT! FAILURE TO INCLUDE YOUR SIGNATURE ON THIS BALLOT

RECORDS OF THIS MAIL MUST BE MAINTAINED FOR 10 YEARS AFTER THE ELECTION DATE.

4

regular business hours, 8:00 a.m. - 5:00 p.m.
Mesa Mall, JC Penney Wing
2424 Highway 6 & 50, Grand Junction
** Open Election Day, 7:00 a.m. - 7:00 p.m.

Mail-in ballots must be received by the Elections Division **3** or ballot boxes by 7:00 p.m. Election Day, Nov 2, 2016.

COURTESY BALLOT BOX LOCATIONS	MOTOR VEHICLE OFFICES
<p>Open regular business hours 8:00 a.m. - 5:00 p.m.</p> <ul style="list-style-type: none"> Elections Division Office 544 Rood Avenue, Court house Annex, 3rd Floor, GJ ** Open Election Day, 7:00 a.m. - 7:00 p.m. 	<p>Open regular business hours 7:30 a.m. - 4:30 p.m.</p> <ul style="list-style-type: none"> Mesa Mall, JC Penney Wing 2424 Highway 6 & 50, Grand Junction ** Open Election Day, 7:00 a.m. - 7:00 p.m. Peachtree Shopping Center 3220 1-70 Business Loop, Unit A-2, Clifton

END OF BALLOT
2

STYLE 7 C Typ 02 Seq 0018 Spr 01
7.4.2.0 / 012303-14 © Election Systems & Software, Inc. 1981, 2002

010
STYLE 7 C Typ 01 Seq 0018 Spr 01
7.4.2.0 / 012303-14 © Election Systems & Software, Inc. 1981, 2002

CONTINUE VOTING ON REVERSE SIDE →

EXHIBIT G
INSERTION ORDER

This may not be your only ballot.
Other elections may be held by other political subdivisions
by mail or by polling place.



ADDENDUM NO. 1

DATE: May 5, 2015
FROM: City of Grand Junction Purchasing Division
TO: All Offerors
RE: RFP-4041-15-SH Ballot Packets

Firms responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

1. 2.45 states that 80% of labor must be performed in Colorado; for the purposes of this contract, will Mesa County allow all work to be done outside of Colorado? – [Section 2.45, Keep Jobs in Colorado Act, deals with public works projects and is not applicable to this project.](#)
2. Because it takes several weeks to produce envelopes can the County provide quantities at the same time as envelope artwork? – [Yes, envelope quantities will be provided with the artwork..](#)
3. At the end of the contract period will Mesa County purchase excess inventory of envelopes and inserts not used as a result of; 1) art changes made by Mesa County between election cycles or vendor printed quantities based on County estimates, but actual mail quantities were less than estimated, or 2) outer envelope is described in 46.1 as having one window on front of envelope, but the ballot is described in 4.5 as containing a barcode for quality control during the insertion process. This requires a second window on the back of the envelope. – [Mesa County intends to purchase and have printed only the stock needed per election without the vendor retaining any extra stock for future elections. All outer envelopes should also have the secondary window for ballot style verification.](#)
4. The price page does not include a line for Test Decks, can that be added? – [Test Decks should be included in the price submitted for each election.](#)

5. Will the County want to have overs inserted? – Yes, overs should be inserted before delivery.
6. Historically what has been your biggest obstacle or hurdle in dealing with ballot printing, packet assembly and mailing? – Two particular difficulties we've faced with the printing/assembly/ mailing process are: ballot styles being incorrectly inserted and mail ballots being delivered to the mail facility in no particular order. This made the "ballot pull" process of removing voided ballots very difficult. Another obstacle was ballot styles were mixed together in our over run stock.
7. If your ballot and VBM packet vendor could do one thing better than past experiences, what would that be? – Quality communication, correct ballot style insertion, timely and orderly deliveries would all be beneficial.
8. Can you please provide invoices for both the 2014 elections and the spring election of 2015? – The information is not available at this time.
9. Can you please provide a copy of your current ballot packet contract? – The information is not available at this time.

The original solicitation for the project noted above is amended as noted.

All other conditions of subject RFP remain the same.

Respectfully,

Susan Hyatt
Senior Buyer
City of Grand Junction, Colorado



May 7, 2015

Susan J. Hyatt, CPPB, CPM Senior Buyer
Purchasing Card Administrator
City of Grand Junction
250 North 5th Street
Grand Junction, CO 81501

Dear Ms. Hyatt,

Runbeck Election Services, Inc. is excited to respond to the RFP for Ballot Packets for the City of Grand Junction on behalf of Mesa County Clerk's office. Since 1972, we have specialized in providing services and solutions to the elections community. We believe our previous experience in printing Ballot Packets for Mesa County, as well as our certification to print ES&S ballots, our statewide presence in Colorado and our 43 years of elections printing make Runbeck the best choice to help the Mesa County Clerk achieve its stated goals.

In the past, the Runbeck Team has worked very closely with the County's Election office to provide real and relevant election solutions. We are proud of our election history, our shared achievements, and the relationships we have built in the City of Grand Junction and Mesa County which we hope to continue in this partnership.

Choosing Runbeck for the printing of the Ballot Packets would allow seamless integration with Mesa County's current Sentio and Agilis® solutions. Mesa County would be able to use the already prepared Sentio files and artwork for use in the official ballot printing process. This would allow the County to realize substantial savings by eliminating additional ballot set-up time and related fees, but also allowing immediate printing of emergency ballots.

Additionally, Runbeck will continue to offer the following expertise which will benefit the County:

- **Vote-by-Mail Printing, Inserting, & Mail Processing:** Runbeck specializes in printing, inserting, and processing inbound and outbound mail ballots using our own in-house mail ballot sorting systems. We average over 5 million vote-by-mail ballots per election cycle. This serves our customers with high-integrity inserting and sorting using IMB tracking, end-to-end mail ballot tracking, audit, and real-time mail piece



status tracking and customer portal access. We have refined all of our processes through hands-on experience.

- **Quality Control:** Utilizing closed caption, real time cameras, monitoring of the entire workflow process paired with a production schedule supplied to the County with random document call-outs. Every single ballot is hand checked and we employ a strict and measurable review of all production equipment before, during, and after election cycles to ensure the highest quality products.
- **Ballot Printing & Ballot Printing On Demand:** Over the years, Runbeck has produced over 100 million optical scan ballots for ES&S, Sequoia, Premier (now Dominion Voting), and Hart tabulation systems, accurately and on time. The development of our Sentio Ballot Printing System® offers the efficiency of printing ballots on-demand, which eliminates over printing and the waste associated with it.
- **Automated UOCAVA Ballot Duplication:** For election officials who provide eBallots (electronic ballots) to UOCAVA, Runbeck offers Simulo™ Ballot Duplication Software. Simulo™ converts eBallots received by a county into a marked and tabulation-ready paper ballot by using the Sentio Ballot Printing System®. The system is also versatile and can mark and duplicate damaged ballots, eliminating the hand-marking process.
- **Security:** Runbeck provides multi-layered security protocols to protect against unauthorized use and access to files, facilities, and equipment. The security systems at Runbeck are carefully reviewed, monitored, and controlled.
- **State-of-the-Art-Technology:** The Runbeck team brings together decades of election and process-improvement expertise. Our consultative approach marries time-tested best practices with evolving, state-of-the-art technology. This results in innovative, reliable solutions that are tailored to meet each customer's unique requirements.
- **Proven Record of Success & Financial Stability:** For more than four decades, Runbeck has been a trusted partner to cities, counties, and states that require the highest level of election security, integrity, and accuracy. We are dedicated to building exceptional, long-term customer relationships, and our list of references is evidence of this commitment.
- **Excellence in Customer Service:** Our experienced team understands the election process from start to finish and anticipates our customer's needs. Our knowledge of



election procedures and law, printing processes and equipment and our personal investment in caring for the customer, bring election officials and production personnel together as a synchronized team. Customer Service is one of the things we do best.

We understand the importance of this project and appreciate the opportunity to present this proposal to the City of Grand Junction and Mesa County Clerk. Should you have any questions, please do not hesitate to call.

Very truly yours,

A handwritten signature in blue ink, appearing to read "James R. Suver", written over a light blue horizontal line.

James R. Suver
Vice President
Business Development
Runbeck Election Services, Inc.
2404 W. 14th Street, Suite 110
Tempe, AZ 85281
(602) 230-0510
jsuver@runbeck.net



RFP-4041-15-SH: Ballot Packets

Prepared for:

City of Grand Junction / Mesa County Clerk, CO

Proposal Due Date: May 12, 2015 – 2:30 PM



Table of Contents

QUALIFICATIONS	6
PROJECT TEAM	8
STRATEGY AND TIMELINE	11
REFERENCES	13
ADDITIONAL DATA	14
PROOF OF ELECTIONS SYSTEMS & SOFTWARE CERTIFICATION	22
QUALITY CONTROL	23
BALLOT PRINTING EXPERIENCE AND SPECIALIZATION	28
SOLICITATION RESPONSE FORM	33

Qualifications

Runbeck Election Services, Inc. has been providing election-related printing and production for the past 43 years, which includes inserting and mail services.

Runbeck has a long history of very satisfied customers in several states across the Country, including Colorado, Arizona, Florida, California, Illinois, Ohio, Oregon, Pennsylvania, Wyoming, and Washington We contribute our success to a proven system of service and support that integrates innovative, state-of-the-art technology, elections expertise and customer communication to produce exceptional materials.

Location of Print Facility

Runbeck's primary production facility is conveniently located in Tempe, Arizona - minutes away from the main **Phoenix USPS facility** and multiple express couriers:

Runbeck's Tempe Facility Address:

2404 W. 14th Street, Suite 110
Tempe, AZ 85281

Additionally, Runbeck Election Services also has offices in Denver, Colorado, with full-time staff. The Colorado staff is available as needed for service and support.

During the 2012 and 2014 General Election, Runbeck Election Services provided a broad spectrum of services to our customers across the Country; everything from ballot printing to election equipment implementation. Our desire is to provide Mesa County with this same broad spectrum of products and services to ensure a complete circle of fulfillment to the requirements and needs set forth in the bid. As you can see by the volumes Runbeck produced during this past General Election, we are certainly ready to be available to produce election printing and mail ballot insertion and processing for Mesa County.

Runbeck General Election Ballot Printing Statistics

2012:

- Sentio Ballot Printing System® (ballot printing on demand) ballots printed – 3.7 million ballots
- Early Voting ballots printed and mailed – 1.8 million ballots
- Absentee ballots printed & mailed – 1.8 million ballots printed & mailed
- Provisional ballots printed – 144,000 ballots
- Precinct ballots printed – 3.3 million ballots
- Duplicate ballots printed – 208,000 ballots printed
- Test / Sample ballots printed – 290,000 ballots printed
- Simulo™ Ballot Duplication Software (ballot printing on demand) eBallots processed – 70,000 ballots printed



2014:

- Sentio Ballot Printing System® (ballot printing on demand) ballots printed – 1 million ballots
- Early Voting ballots printed and mailed – 4.2 million ballots
- Absentee ballots printed & mailed – 2.5 million ballots printed & mailed
- Provisional ballots printed – 225,000 ballots
- Precinct ballots printed – 5.4 million ballots
- Duplicate ballots printed – 520,000 ballots printed
- Test / Sample ballots printed – 975,000 ballots printed
- Simulo™ Ballot Duplication Software (ballot printing on demand) eBallots processed – Over 10,000 ballots printed

Runbeck believes developing a partnership with a jurisdiction is in the best interest of both parties. Developing a partnership includes understanding the requirements and personnel involved in the project, researching, analyzing and implementing best practices that improve project outcomes, developing trust with the jurisdiction that is strengthened through honest communication, feedback and collaboration.

Runbeck is proud of its long customer relationships; some have existed for more than 25 years, relationships that are based on trust, mutual respect and honest communication. That is the essence of being a true and trusted partner.

Runbeck possesses the communication, knowledge and skills required to service the County's election needs to administer a successful election. Below are our company ethics and values we adhere to and pass along as we work in partnership with others:

Innovation: **Adapt to and create change in pursuit of our success.**

Integrity: **Demonstrate honesty, respect for others, accountability and trustworthiness in all we do.**

Teamwork: **Together we accelerate Runbeck's success through effective communication and personal accountability.**

Excellence: **Deliver exceptional value and quality in everything we do for every customer.**

We adhere to the mission and values of our company, and we take seriously our responsibility in fulfilling those values to our customers.

Project Team

Runbeck maintains full-time, qualified employees to manage and produce all election-related materials. We expand our employee pool based on workload with pre-qualified and trained staff members. We have assembled a group of professionals uniquely qualified to prepare, implement, and support our customers with their ballot printing and processing needs. Our staff understands election laws, rules and procedures, printing processes and equipment, ballot production, and absentee processing from start to finish. This allows us to understand and anticipate our customer's needs in order to most effectively help them achieve their goals.

Kevin Runbeck

Title: Chief Executive Officer

Project Role: Oversees all facets of Runbeck: Financial, Production and Customer Care

Kevin Runbeck is CEO of Runbeck Election Services. With a successful track record of managing the Runbeck print production and finishing facilities and experience in the election, government and high-integrity print and mail services industry. Kevin is well versed in the areas of strategic planning, execution, and development of products and services. He has overall responsibility for the profitability and revenue growth of the company, including all sales, marketing, and product development, staffing and service delivery.

Kevin has proven capabilities in strategic corporate development combined with extensive management experience in the industry. Kevin has proven capabilities in manufacturing operations combined with extensive management experience in the industry. He has the ability to sharpen the efficiency and accuracy of printing operations.

Jim Suver

Title: Vice President of Business Development

Project Role: Business Development

Jim Suver is the Vice President of Business Development. He is a recognized leader in the government and elections industry and brings 15 years of experience in the elections marketplace to Runbeck. In his three years with Runbeck, he has been tasked with overseeing the rollout of the company's new business development and strategic growth initiatives. Throughout his career, Jim has repeatedly demonstrated success in securing new business in undeveloped markets.

Jeff Ellington

Title: Chief Operating Officer

Project Role: Oversees Operations, Logistics, and Field Support

Jeff has more vote-by-mail experience than anyone in the market and over 20 years of experience in project management, election support and mail sorting operations. Before being promoted to COO, he oversaw process management, equipment setup, troubleshooting issues, field operations and customer service.



Bill O'Neill

Title: Vice President of Software Engineering

Project Role: Information Officer

Bill O'Neill is Vice President of Software Engineering where he is responsible for managing the Runbeck Team of programmers and to further develop and update our current systems and technology. Bill, a Certified Project Management Professional, has been a software developer, technology project manager, and business consultant for more than 18 years. He has worked with many state and federal agencies over that time, including CalTrans, the California State Teachers' Retirement System, and the U.S. Department of Energy among others. He is also a recognized leader in the elections industry having worked with a wide range of customers on numerous elections projects over the years.

Bill joined Runbeck Elections Services from Shamrock Associates in El Dorado, Calif., where he was president and senior consultant. In that role he managed voting system and vendor selection, contract negotiations, and system integration for fourteen California counties and other government entities. His most significant project at Shamrock Associates involved the management and implementation of a new voting system for California's Sacramento County.

Anthony Paiz

Title: Director of Western Region for Field Operations

Project Role: Subject Matter Expert

As the Director of Western Region for Field Operations for the Runbeck team Anthony acts as the company's Subject Matter Expert, and has been with Runbeck for five years. Anthony holds several years of experience in elections and production, and holds dual degrees in Finance and Economics obtained from University of Wyoming as well as certifications in Oki, Oce, Canon, ES&S Hardware and Software, Flowmaster. He can be reached by office phone or email.

Phillip Johnson

Title: Director of Sales

Project Role: Customer Relations

Phillip Johnson has acted as Runbeck's Director of Sales for the Western Region for three years. Prior to this role he acted as a Project Manager specializing in Workflow Analysis, in the Commercial Print Industry for more than a decade. Phillip actively helps counties increase their productivity and reduce overall costs through the use of innovative technology.

Phillip received his Bachelor of Science in Business Administration from the W.P. Carey School of Business at Arizona State University. He can be reached by email, office phone or cell phone.



Nate Runbeck

Title: Denver Operations Manager

Project Role: Colorado Customer Accounts Manager

Nate Runbeck is an integral part of Runbeck Election Services' focus on product development, manufacturing, service, and support for the Sentio® Ballot Printing System and the Agilis® Ballot Sorting System. He has served as Account Manager for three of Florida's largest counties: Miami-Dade, Palm Beach, and Broward and processed over 20 counties' ballot art (ballot prep) during two major election cycles. Currently, Nate manages the operations of Runbeck's Colorado office.

Nate is certified as both a Sentio® and OKI Data service technician and has performed advanced part replacement on the OKI C9650HN Printer used by the Sentio® system. Nate has been directly involved in the software development and enhancements of the Sentio® product since its inception. His experience has given him a vast knowledge and understanding of the Sentio® and for this reason he has been utilized to perform training courses throughout the US for Runbeck Customers and Staff.

Nancy Mancuso

Title: Project Manager

Project Role: Dedicated County Project Manager

Nancy Mancuso has been a member of the Runbeck Project Management team for over 15 years. She has nearly two decades of experience in the printing industry and expertise in project planning and print management. Nancy works in conjunction with the Mesa County staff to obtain and process project files for appropriate printing and project completion.

If selected, Nancy will remain as the first point of contact. She is extremely detailed and utilizes consistent and effective communication to help customers achieve a successful election.

Eddy Craig

Title: Systems Operator

Project Role: Senior Systems Operator

Eddy is responsible for managing the internal operational systems. He also serves as the company's subject matter expert on mailing processes and is the primary liaison to the USPS. Prior to joining Runbeck in 2013, Eddy spent more than 16 years with Pitney Bowes. In this role, he was responsible for direct support on the ReliaVote product. He can be reached by office phone or email.

Strategy & Timeline

Runbeck's strategy uses Project Management Institute's Project Management methodology to manage each project and project cycle. This can begin with a face-to-face requirements session with the customer, followed by a comprehensive "backward pass" scheduling process which begins with the customer's required delivery dates. Through our custom tracking database, Runbeck manages the work based on the customer's required delivery dates to ensure that each project segment is delivered per the customer's schedule and specifications. Our production schedules will adjust to your needs to ensure that all printing and mailing services are on completed early or on schedule.

Runbeck believes that our high-level of service, in conjunction with our proven project management methodologies, are the foundational elements to our success in managing complex and multi-faceted projects. When our capabilities are joined with our unwavering service model, success is assured. Our staff is trained in USPS requirements and laws as well as the certifications and specifications required for high integrity mail services.

1. **Planning and Implementation Stage:** Runbeck will provide a dedicated project manager who will serve as the main point of contact for the County. This individual has over 25 years of print and mail experience. Additionally, the Project Manager will also serve as the emergency point of contact.

The Project Manager will work with the County staff to complete a project schedule and an outline of the resources necessary to carry out the project plan.

2. **Execution, Monitor and Control Stage:** The project plan is implemented at this phase of the process. All necessary resources will be engaged in the actual project plan as required. Procedural methods will be monitored and quality control will mitigate risks and engage any corrections that are required. Ongoing communication between the County and the Project Manager will occur as required.

3. **Current Project Closing Stage:** The Project Manager will take the necessary steps to ensure project completion to the County staff as required in the Scope of Work. Reporting and audit information will be made available and the necessary steps for a next project will be implemented if necessary.

Runbeck Election Services (Runbeck) proposes one lead project manager and two support managers to be dedicated to manage the Runbeck staff and be a liaison for the County. Runbeck will revisit and adjust support as needed through the project.

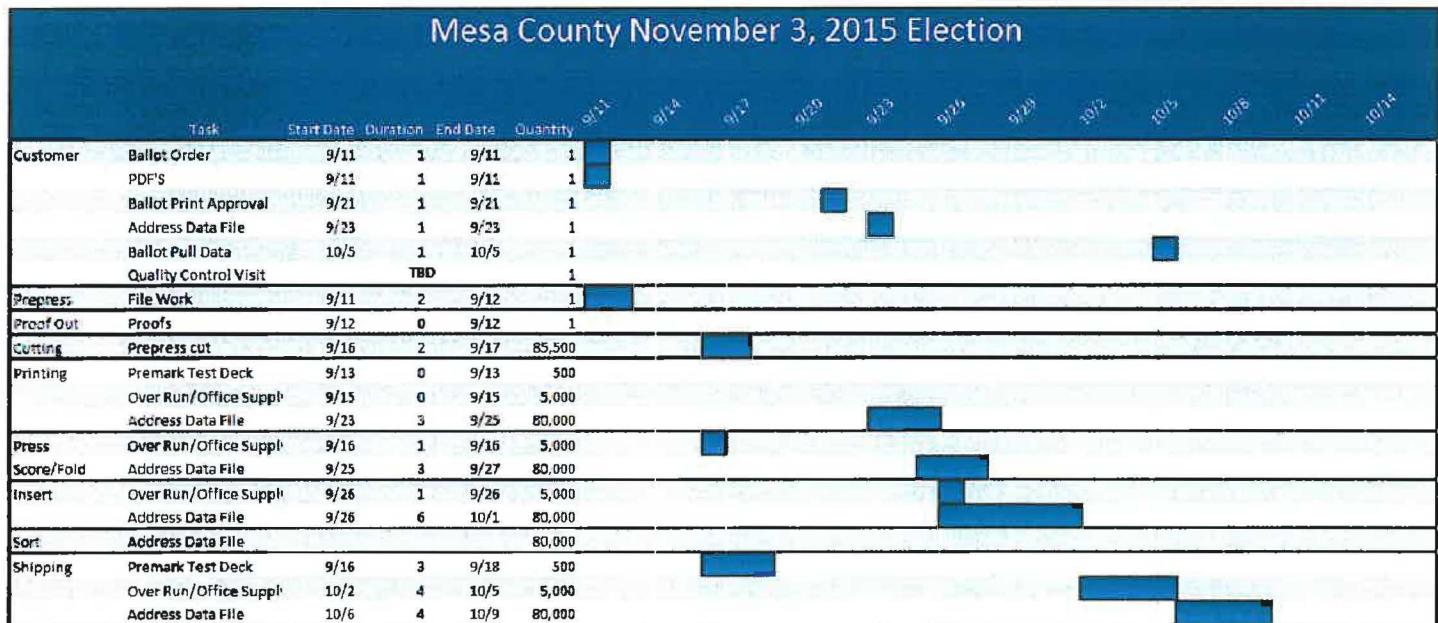
Runbeck proposes one lead project/support manager who will be responsible for coordination in with the County. This person will be responsible for overall scheduling and coordination of project from contract signing until completion of the contract. This person will work directly with



the County office to handle all logistics, materials management, file management, and project completion for each cycle.

- ✓ Runbeck uses secure FTP file transfer methods and security measures to ensure successful data file transfers.
- ✓ Runbeck can accept file transfers as often as the County requires it.
- ✓ Runbeck uses CASS (Coding Accuracy Support System) to process files in order to certify that the list and code of each record with carrier route, zip code plus four, and DPBC (Delivery Point Barcode).
- ✓ Runbeck uses NCOA (National Change of Address) service as provided by the USPS to process data files for accuracy.
- ✓ Runbeck can provide unique ID barcodes.

2015 Estimated Production Schedule



**The County will provide envelope artwork Friday August 7th 2015, hard copy proofs will be provided within 5-7 days.*

*** Test deck is included in the Estimated Production Schedule with the amount of 500.*

References

La Plata County, CO

Contact	Tiffany Parker, Clerk & Recorder
Address	98 Everett Street, Suite C, Durango, CO 81301
Phone	(970) 382-6296
Registered Voters	25,000
Services	Ballot Printing, Insertion and Mail
Contract Period	2012 - Current

Montrose County, CO

Contact	Kim Ficco, County Elections Department
Address	320 South First Street, Room 103, Montrose, CO 81401
Phone	(970) 252-4588
Registered Voters	24,000
Services	Ballot Print on Demand; Ballot Print, Insertion, & Mail
Contract Period	2010 - Current

City of Tucson, AZ

Contact	Deborah Rainone, Deputy City Clerk
Address	800 East 12 th Street, Tucson AZ 85719
Phone	(520) 791-3221
Registered Voters	229,000
Services	Ballot Printing; Sample Printing & Mailing; Publicity Pamphlet Printing & Mailing; Register & Rosters; Outbound Absentee Ballot Printing, Inserting, & Mailing.
Contract Period	1998 - Current

Pima County, AZ

Contact	Brad Nelson, Elections Manager
Address	6550 South Country Club Road, Tucson, AZ 85756
Phone	(520) 724-6870
Registered Voters	481,000
Services	Ballot Printing; Sample Printing & Mailing; Publicity Pamphlet Printing & Mailing; Outbound Absentee Ballot Printing; Inserting, & Mailing.
Contract Period	1986 - Current

Sacramento County, CA

Contact	Jill LaVine, Registrar of Voters
Address	7000 65 th Street, suite A, Sacramento, CA 95823
Phone	(916) 875-6451
Registered Voters	683,000
Services	Ballot Printing & Mailing Services
Contract Period	2008 - Current

Additional Data

Important Items to Consider

- Runbeck understands each component required in the Scope of Work for the Ballot Packet project for Mesa County.
- Runbeck has worked closely with Mesa County staff on past and current projects.
- Runbeck's **Print Process** ensures:
 - Failsafe Quality.
 - 100% Version Control.
 - File Process Automation with nimble, lightning speed.
 - Queues any size job with equal importance.
 - Secure Encryption of your data.
 - Automates file submission, storage, versioning, and final repository.
 - Independent Prepress, Job Set-Up and Production File Release.
 - Changes to files halt production immediately.
 - Automates Pre-Filling of Test Deck if necessary.
- Runbeck's Denver facility and Colorado-based employees offer in-depth understanding of Colorado election law and quick-response support.
- Runbeck's focus is products and services for elections.

Common Absentee & Ballot Printing Questions

Q *How will ballots be prepared?*

A Runbeck prints, packages, and reconciles all ballots for accuracy and security reasons.

Runbeck can print, package and reconcile all ballots based on request files received from the County. We only produce a ballot for each record requested.

Q *Is your firm a certified ES&S ballot printer? Certified for other tabulation firms?*

A Runbeck is certified to print ballots for ESS, Sequoia (Optech tabulation system) and ES&S (AccuVote tabulation system).

****A copy of Runbeck's ES&S printing certification is attached to this response.**

Q *If you print ballots, will you print extra for our in-house (pickups) use?*

A Runbeck would be happy to print additional ballots as ordered or the County can print ballots for in-house use utilizing their Sentio Ballot Printing System®.

- Q *Can you accommodate the ballot style barcodes required for an in-house mail inserter?*
- A Yes. As a Relia-Vote customer, Runbeck regularly prints both 2 of 5 and 3 of 9 barcodes. Runbeck can add its own 2 of 5 style ID barcode on the front of the affidavit to be scanned by our Flowmaster inserter if necessary.
- Q *What length ballots can you accommodate?*
- A Runbeck can print any size from an 8-1/2" x11" to 9-3/4" x 19"
- Q *What folding options? Does your folding interfere with tabulation?*
- A Roll-folds, Z-folds and accordion folds can be accommodated. Our folds do not interfere with tabulation as an experienced and certified ES&S printer; we understand that folds cannot be positioned so that they hit a voting position/timing mark. Testing will also verify that the folds are correct not interfering with tabulation.
- Q *What testing do you expect by your customers to ensure that your printed ballots will tabulate correctly?*
- A Runbeck requires that its customers proof all ballot styles using hard copy proofs provided by Runbeck. If the County's procedures require running a test deck before production, Runbeck will provide the needed ballots and will wait for an OK before proceeding.
- Q *Do you have experience with language ballots?*
- A Yes. Runbeck has printed millions of dual and triple language ballots. Justice Department requirements can change from election to election. Sometimes a jurisdiction chooses to print all languages be printed on a single ballot. Other times, a jurisdiction chooses to print a separate ballot for the non-English languages. Runbeck will produce the ballots as designed by the jurisdiction for a particular election.
- Q *Do you have experience with multi-sheet ballots? Describe.*
- A Yes. Runbeck printed and mailed its first multi-sheet ballot in the 2006 General Election for Maricopa County. It required that Relia-Vote barcodes were created to identify the precinct as well as the sheet number. The inserter was required to see both a first and second sheet before making a mail piece good. Since that

time, we have printed multi-card ballots for many counties across the nation in 2010, 2012, and 2014.

Q *How does your process ensure the integrity of the correct ballot style and number of sheets for each voter?*

A The data file used by the inserter will include unique ballot style identification numbers for each ballot sheet required for a precinct/style. These identification numbers will be printed as 2 of 5 barcodes or 2D barcodes on the ballot sheets. Our inserter has the capability to scan and match up to four ballot style sheets per packet. If the appropriate barcodes are not seen, a piece will be rejected and the machine will stop. The inserter is also equipped with doubles detect. It will stop running if it detects that more than one ballot page has been pulled from a feeder.

They will also initial and date the segments as they are completed. The completed quality control run sheets are then turned over to the print operator for production of the replacement ballots. The operator will initial and date the completion of the printing of the replacement ballots on their copy of the run forms.

After inspection of the replacement ballots, these ballots will be replaced into the same segment by the quality control supervisor. The ballots that were replaced will be destroyed.

Common Envelope, Secrecy Sleeve & Insert Printing Questions

Q *Do you have mandatory or optional physical requirements, as well as mandatory or optional printing requirements for outbound envelopes (OBEs) ballot return envelopes (BREs)?*

A We would like to suggest the size of the carrier, while staying under the maximum allowable size, to be 6 x 9 ½, to qualify for letter rate postage. This will make inserting of multiple-sheet ballots more efficient

Q *Do you have mandatory or optional physical and printing requirements for Sleeves and Other Inserts?*

A We are comfortable with most standard size and printing requirements. For smaller inserts 5-1/2x8-1/2 or less, we request paper to be a minimum of 80# index if they are a single page. If they are a folded insert, 70# text will be appropriate.

Q *Does each of your paper items have sufficient space for dual languages? Ballot Return Envelopes and Sleeves are sometimes of particular concern.*

A We are comfortable with most standard sizes which provide for dual languages. And have many years' experience with dual languages in the mail packet environment.

Q *How are the paper products sourced? Your vendor? Our vendor? Optional?*

A Paper quality is a very important component of a successful print project. As such, Runbeck provides paper for all items that we print. We have ongoing relationships with several paper vendors. We use only the highest quality ballot stock. The cost of paper will be included in all printing prices including ballots, envelopes, and inserts.

Common File Preparation Questions

Q *Describe how your file preparation process works:*

A Runbeck will CASS certify Domestic files and add Intelligent Mail Barcodes to domestic CASS certified records. Application identification data will be added based on customer requirements. Unique Ballot Sheet Style ID's will also be added to data file and final inserter input files will be created.

Common AB Tracking Questions

Q *Do you have experience accommodating TMM file prep with IMB barcoding? Describe.*

A Yes. Runbeck began working with TrackMyMail in early 2010 and began applying IMB barcodes to outbound ballot mail in May 2010.

Q *Who is responsible for acquiring Mailer ID and unique Serial Numbers from TMM for each file pull?*

A Runbeck utilizes TMM's Mailer ID. We utilize TMM's PT Desktop software to generate serial numbers. The County will be given user IDs and passwords that will allow only designated employees to access tracking information specific to the County mailings.

Common Inserter Compatibility Questions

Q *How will your process ensure that all pieces are compatible with standard inserter technology for inbound processing?*

A Runbeck will concatenate data in the request file to create the Application ID No. as specified by the County. This number will be printed as a 2D barcode on the certificate envelope in a position to be specified by the County. Printed samples of the 2D barcode will be provided to the County for testing prior to production.

Q *Can you vary the location and type of ID barcode on the BRE for each of your customers?*

A Yes. We have the capability of printing a 2D barcode. Print heads can be adjusted to position barcodes as needed.

Q *Can your file prep and production process accommodate ApplD in lieu of Voter ID?*

A Yes, as described above.

Common Ballot Printing and Processing Equipment Questions

Q *How is ballot style and ballot sheet integrity ensured across your systems and equipment?*

Ballot Printing:

- Ballots will be printed in segments determined by the SPS software.
- If Ballots are printed in precinct order:
- Card 1 for a given precinct will be printed in total followed by card 2, when necessary.
- Precinct Footer cards will separate each segment.

Bindery:

- Each segment will be folded separately.
- The folded ballots will be put in mail trays and will be tagged with the segment name, file type, quantity and date and time of completion.
- Operators will log the completion quantity and time for each segment on the bindery tracking/control log.

Inserting:

- The inserter will scan a barcode on the ballot(s), indicating the precinct, party and page number, and query the voter database for a match.
- The inserter will collate the ballot(s), additional inserts and a BRE and insert into the carrier envelope.

- The inline Inkjet will then spray the return information including a 3of 9 Barcode through the open window on the certificate envelope as well as the recipient address with an IMB on the carrier envelope.
- The voter record in the data file will be date and time stamped when a piece is successfully completed.
- A date and time-stamped record cannot be reprinted, eliminating the possibility of duplicate packets being produced. Because one ballot is printed for each request, no ballots should be left when a file is completed.

Common Mailing Questions

Q *Describe how you process DPV coded, no DPV domestic and foreign style address mail pieces.*

A DPV coded packets will receive an IMB and will be sorted for non-profit automation rates. Domestic addresses that are not DPV coded will not receive an IMB and will be sorted for non-profit, non-automation rates. If there are foreign addresses in a Domestic file, first class postage will be applied.

Q *Does your process accommodate overseas voter envelopes and sleeves mailed to a domestic style address? The domestic address could be APO/FPO/DPO, or a relative's residence or elsewhere in the USA.*

A Yes. Packet contents will be determined by the file type, as described earlier, not the address.

Q *Describe how you process NCOA match v. no NCOA match pieces*

A NCOA match records will be mailed with first class postage. No NCOA match records will mail non-profit presort.

Q *For DPV errors and NCOA matches, do you provide statistics? DPV Error Voter Lists? NOCA Match Voter Lists?*

A Upon request all of these reports will be available.

Q *Do you provide copies of Postage Statements? Qualification Reports? Mail Drop Receipts?*

A Postage statements are provided to all customers. These act as receipts from the USPS. Qualification reports are available upon request.



Q *Whose USPS permit is used? Ours or yours? If ours, do you have experience with Company Imprint indicia?*

A Runbeck can drop mail in the USPS located at the Phoenix BMEU using the Runbeck USPS permit. Runbeck also has extensive experience with Company Imprint indicia.

Q *Do you offer P&DC drops?*

A Yes.

Q *Do you optimize the mailings for maximum discounts? For example, initial mailing Nonprofit Automation (DPV coded pieces) and First-Class single piece (NCOA matches – 18 months).*

A Yes. Our pre-sorting equipment will automatically qualify the mail for the lowest postage rates.

Q *Will you implement and offer Election Price Category First-Class Mail when available?*

A Yes.

Common Mail Ballot Addressing Questions

Q *Does your addressing accommodate all known address styles? Specifically, do you accommodate 6 line addresses (name, Addr1, Addr2, Addr3, City/State/Zip, Country or six lines (common for Far East foreign style addresses)?*

A Yes. We can accommodate up to six-line addresses.

Q *Do you accommodate variable line counts (3, 4, 5 and 6 lines)? Are blank lines suppressed and what is the maximum number of characters for each line?*

A We can accommodate variable line counts. All blank lines will be suppressed.

Q *What is the maximum number of characters for each line?*

A The maximum number of characters per line=250.

Q *Does your addressing accommodate domestic "relays" for overseas voters? Example:
Jane Smith, C/O John Jones,
PO Box 1234,*

Skillman NJ 08558, USA

A Yes. Our addressing accommodates domestic relays. We can print up to a 6-line address to accomplish this

Q *Does your process accommodate an occasional "USA" in the Country field for domestic addresses?*

A Yes.

Q *Does your process accommodate an occasional "C/O" at the beginning of Addr2?*

A Yes.

Q *Can you force All Caps addresses?*

A Yes.

Q *Do you provide electronic images of each outbound physical piece, as actually addressed?*

A Yes. An image of each completed packet will be taken on the inserter. Images will be saved as .tif images on the Inserter's local hard drive and can be sent to the County upon request.

Common AB Looping Questions

Q *How many address barcodes (either IMB or Postnet) do you print on BRE's, including front and back? If more than one, how is looping avoided?*

A Looping will not occur with our process. The outbound mail address and IMB would be printed on the outbound envelope. No postal barcode will be printed on the BRE with the exception of the business reply IMB that will be preprinted on the front of the envelope.

On the opposite side of the BRE, a pre-printed line directs the Postmaster to not deliver to this address, thus avoiding looping.

Proof of Elections Systems & Software Certification



Election Systems & Software
11208 John Galt Boulevard - Omaha, NE 68137 - P: 402.593.0101 - TF: 1.800.247.8683 - F: 402.593.8107 - www.essvote.com

August 11, 2014

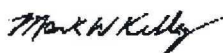
Mr. Ryan Macias
Voting Systems Analyst
California Secretary of State
Office of Voting Systems Technology Assessment
1500 11th Street, 6th Floor
Sacramento, CA 95814

Dear Mr. Macias:

This letter serves to notify you that Runbeck Election Services (Runbeck) successfully completed Election Systems & Software (ES&S) Printer Qualification Testing on 08/9/2014. We have examined ballots produced by Runbeck in their Tempe facility, utilizing a Hewlett Packard HPT230 digital press and found that they meet the specifications for ES&S ballot printing, specifically for the ES&S Model 650 Central Tabulator, Model 100 Precinct Tabulator, and the AutoMark Voter Assist Terminal.

Please feel free to contact me at 800-247-8683 or mwkelley@essvote.com if there are any additional questions.

Sincerely,

A handwritten signature in black ink that reads "Mark W. Kelley".

Mark W. Kelley
Vice President-Print Services
Election Systems & Software, LLC

cc: Bill O' Neill, Runbeck Election Services
Brooke Lurvey, Election Systems & Software, LLC

Maintain Voter Confidence. Enhance the Voting Experience.

Quality Control

Runbeck has an excellent reputation with government officials all over the country. Ballot and election-related printing and mailing services are some of the most complex projects in the industry, and our success in these particular areas makes Runbeck a perfect solution for Mesa County's ballot printing and mailing services.

Runbeck Election Services can and will meet all of the requirements and standards set forth within the Scope of Work for Mesa County. We welcome and encourage County representatives to visit our facility for Quality Control Support as requested. We can also provide the County with information that coincides with the step-by-step production process involved in the successful completion of this project.

Mail ballots can be presented in the Denver General Mail Facility. Runbeck employees will manage the entire production process.

Detailed tracking logs and quality control procedures will be used throughout the process to ensure quality and accuracy throughout the process. Through the use of tracking logs, Runbeck can pinpoint where a ballot or a particular voter's packet is at any time. This can be very critical when there is a sudden court challenge or a problem is discovered with a particular voter's registration information.

The following is a step by step outline of our process from receipt of ballot PDF's and absentee request files, through delivery to the USPS and tracking of the mail.

Stages of Process

- Ballot Preparation and Proofing
- Request file Processing
- Ballot Printing
- Ballot Folding
- Ballot Inserting
- Postal Sorting
- Postal Paperwork
- Delivery to USPS
- Postal Tracking via TrackMyMail

Ballot Preparation and Proofing

- Mail ballots will be printed and mailed by style. Runbeck will receive PDF's from the County.
- Runbeck will review files for such things as embedded fonts, minimum non-print margins and space to add a style ID barcode to the front of the ballot. Runbeck will immediately contact the County if there are any questions or concerns about the provided files.

- Style ID barcodes will be added to the front of the ballot by Runbeck. These barcodes will be read by barcode scanners on the inserter to verify that the appropriate ballot sheets are being pulled for each voter. Files will be cropped and gray scaled in preparation for laser printing. Final PDF's will be placed in a ballot repository.
- Printed ballot proofs will be delivered to the County for approval before production printing begins. A test deck will also be provided if your process requires testing of ballots through your tabulation system before giving an OK to proceed.

Absentee Ballot Printing

After ballot proof approval and creation of inserter mail run data files, ballots will be printed. The mail run data files will be processed through Runbeck's proprietary Sentio Production Software (SPS) to create a print stream to match.

SPS will subdivide print files into smaller manageable segments for tracking throughout all processes. Until ballots reach the inserter, they will be kept together as a segment. For multi-page ballots, print files will be created in style and page number order. Summary reports will be generated for each segment showing total quantities by style, and precinct number.

These production tracking/control reports will be used for reconciliation of ballots printed.

Ballots will be printed by segment on high-speed laser printers. Segment trailer cards will be printed. Completed segments will be clearly labeled with segment number, page number, quantity, and date and time of completion.

Quality Control in the Print Room

As each segment is printing, samples will be pulled and checked for quality by the machine operator. After each segment is completed, each ballot will be visually inspected to ensure that it meets both ES&S and Runbeck strict quality requirements including image registration front to back, image position, sheet size, and print quality.

Bindery

Ballots will be folded one segment at a time until all ballots for a given inserter file are complete. Folded ballots will be placed in trays by segment and will be clearly labeled.

Ballots will be folded so that the style ID barcode will be visible to the barcode reader on the inserter pocket. Fold positions will be determined carefully so that no fold crosses over a timing mark or voting position. Folded ballots will be placed in clearly marked mail trays by segment for movement to the inserter.

Quality Control in the Bindery

Operators and helpers are trained in all ES&S ballot quality requirements. The operator will fan through ballots as the folder is loaded. Any ballots that do not meet quality requirements listed in the printing section above will be pulled from the load and will be reprinted. As each segment is folding, the operator and helper will intermittently check that folds do not drift into timing marks or voting positions. Ballots that are spoiled at the folder or pulled because of quality concerns will be reprinted. Ballots to be reprinted are documented on the Folder audit reports.

The rejected ballots and Folder audit reports are then sent to the print room. Rejected ballots are matched one for one with the reprinted ballots and are then destroyed. Reprinted ballots will go through the same quality control procedures as described above. They will be married up with the original segment. Only then is the segment ready to be sent into the mail room. This ensures that only the correct style numbers, page numbers and quantities reach the inserter.

Inserting

Our inserters can accommodate and print up to six-line addresses as well as accommodate those with variable line address counts. Blank lines will be suppressed. The maximum number of characters is 250 per line. Additionally, based on Mesa County's Estimated November 2015 ballot quantities, the insertion process can take approximately 9 hours for 85,000 ballots.

1. We are very proud of our specialized production process and the way it serves our clients. With our process system we are structured to maintain a 100% chain of custody with full control of the data, printing, inserting, mail sorting and the final audit paperwork that ties the entire process together. All of these stages complement each other with a series of audit procedures occurring after each stage, which is the greatest value to the county.
2. An integral step, insertion, requires a high level of sophistication from a technical standpoint. The integrity that is gained through the camera audit system on our 3 inserters is simply the best the industry has to offer.
3. During the insertion process if a ballot packet is pulled for any reason from the automated insertion process and handled manually the process is as follows:
 - The inserter can detect for anomalies based on selective insert, not being properly inserted, damaged, or not falling to the deck.
 - The ballot packet will also be diverted if it does not correspond to the voter's request.
 - The ballot packet will be manually looked up to ensure if the ballot packet was previously inserted at a different time; if not the ballot packet will be placed back through the sorter and entered through the process again.
 - The ballot packet travels through the sorter process again to verify the data, ensuring there are no duplicate pieces.

Postal Sorting

Postal sorting occurs on our Olympus II pre-sort equipment. Sorted packets will be placed in mail trays with postal tray labels as they come off the sorter.

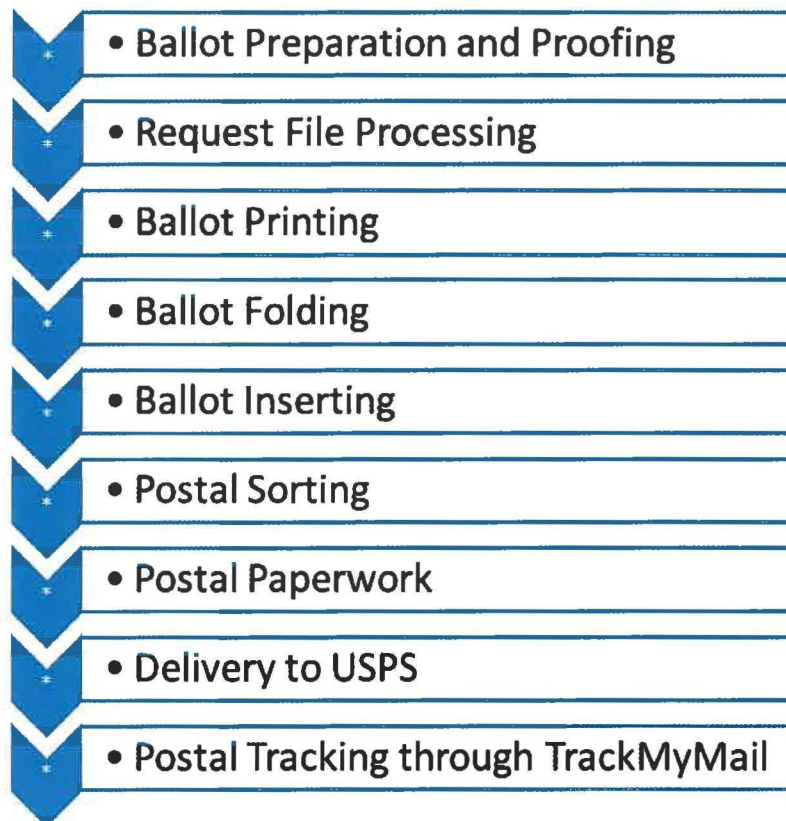
The sorting equipment will create postal paperwork similar to the paperwork for mail that is run on this machine.

Delivery to USPS

Mail will be presented to the Grand Junction, Colorado Post Office for mailing.

Runbeck Election Services, Inc. understands and promotes the transparency, integrity and security required by election officials and their voters during the electoral process. Built into each of the Runbeck processes, hardware, and software, is security and audit checks and balances that are strictly adhered to during the project management of each project or equipment implementation.

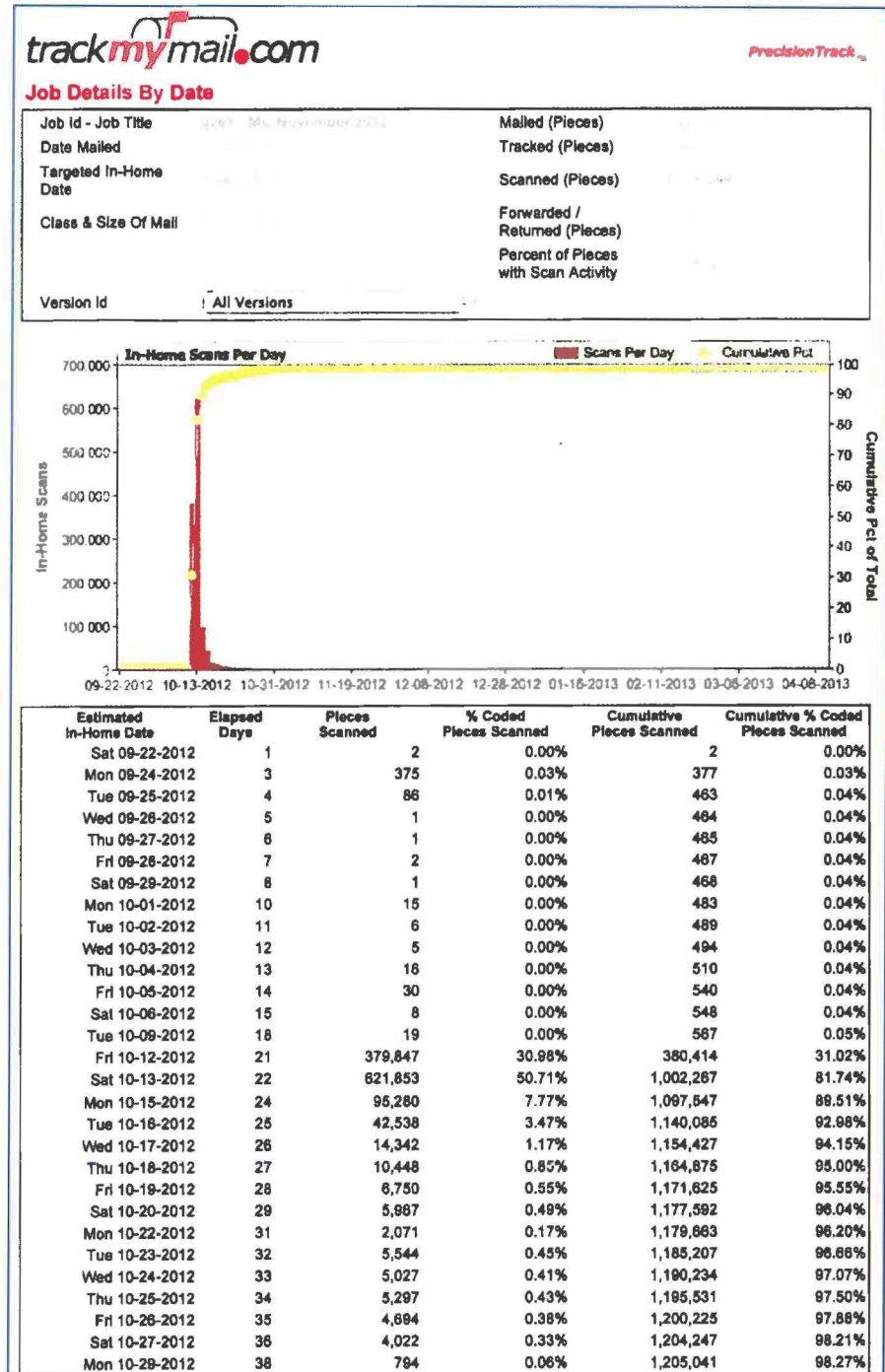
Service Offering Flowchart



TrackMyMail

Benefits:

- Specifically developed to monitor ballot delivery.
- Online reports that provide instant access to ballot delivery performance by date, state, ZIP Code™ and more.
- A look-up feature to allow historical, single piece searches across all jobs.
- Secure and complete audit trail.



The County will be given a set of User ID's and passwords for approved personnel. They will access the TMM data for the County via the TMM website. Based on the County's preference, users will access a voter's tracking information using either the Voter ID or the Application ID. Runbeck utilizes TMM's Mailer ID. We utilize TMM's PT Desktop software to generate serial numbers. The County will be given user IDs and passwords that will allow only designated employees to access tracking information specific to County mailings.



Ballot Printing Experience and Specialization

Runbeck's mission is to partner with customers and provide the most innovative and reliable election products and services. Our "partnership approach" allows us to maintain effective communication, deliver excellent service and create exceptional value. Successful elections begin with putting our customers first.

Runbeck Election Services currently provides election printing and mailing services for 125 customers across the nation, and only a small percentage of work we perform is not election related. Our customer's jurisdictions range in size between less than 1,000 registered voters to over 1 million registered voters. The products and services we provide touch nearly 26 million registered voters across the nation.

The list below is a good representation of our existing client base that in some cases is comparable to the scope of the County RFB, while in others it exceeds or is less inclusive of the requirements. In all cases, these customers use products and services that relate directly to the needs of most election officials and counties.

El Paso County, CO

Registered Voters: 409,000

Tabulation System: ES&S

Contract Term: 6/2010 – Current

Services provided

- (20) Sentio Ballot Printing Systems® for Absentee, Early Voting and Counter Ballots Installation, integration, testing and all equipment and supplies
- Simulo Ballot Duplication Software™ for automated ballot duplication and marking MIL/OS and UOCAVA ballots
- Provided training and onsite support for printing of daily absentee and counter ballots.
- Management of ballot stock inventory, stocking and management of consumables
- Ongoing training and preventative maintenance

Jefferson County, CO

Registered Voters: 395,000

Tabulation System: ES&S

Contract Term: 6/2010 – Current

Services provided

- (9) Sentio Ballot Printing Systems® for Absentee, Early Voting and Counter Ballots Installation, integration, testing and all equipment and supplies
- Provided training and onsite support for printing of daily absentee and counter ballots.
- Management of ballot stock inventory, stocking and management of consumables
- Ongoing training and preventative maintenance



Larimer County, CO

Registered Voters: 229,000

Tabulation System: ES&S

Contract Term: 9/2011 – Current

Services provided

- Print, Insert and Mail services
- (8) Sentio Ballot Printing Systems® for Absentee, Early Voting and Counter Ballots Installation, integration, testing and all equipment and supplies
- Provided training and onsite support for printing of daily absentee and counter ballots.
- Management of ballot stock inventory, stocking and management of consumables
- (1) Agilis® Ballot Sorting System for Vote-by-Mail and Counter ballot incoming mail processing, capturing envelope and signature image for signature verification, as well as sorting to precinct level
- Ongoing training and preventative maintenance

Adams County, CO

Registered Voters: 239,000

Tabulation System: ES&S

Contract Term: 6/2010 – Current

Services provided

- Print, Insert, & Mail Services
- (19) Sentio Ballot Printing Systems® for Absentee, Early Voting and Counter Ballots Installation, integration, testing and all equipment and supplies
- Provided training and onsite support for printing of daily absentee and counter ballots.
- Management of ballot stock inventory, stocking and management of consumables
- (1) Agilis® Ballot Sorting System for Vote-by-Mail and Counter ballot incoming mail processing, capturing envelope and signature image for signature verification, as well as sorting to precinct level
- Ongoing training and preventative maintenance

Weld County, CO

Registered Voters: 158,000

Tabulation System: ES&S

Contract Term: 6/2010 – Current

Services provided

- (2) Sentio Ballot Printing Systems® for Absentee, Early Voting and Counter Ballots Installation, integration, testing and all equipment and supplies
- Provided training and onsite support for printing of daily absentee and counter ballots.
- Management of ballot stock inventory, stocking and management of consumables.

- Ongoing training and preventative maintenance

Maricopa County, AZ

Registered Voters: 1,933,500

Tabulation System: Sequoia Optech

Contract Term: 1992 - Current

Services provided

- Optical Scan Ballot Printing
- Sample Ballot Design, Printing & Mailing
- Publicity Pamphlet Printing & Mailing
- Registers & Rosters
- Outbound early voting ballot mailing
- Inbound early voting processing

Runbeck has printed 100's of millions of ballots, and inserted, mailed, and processed 10's of millions of vote-by-mail and Absentee ballots for Maricopa County during the course of our contract with the County.

Pima County, AZ

Registered Voters: 481,000

Tabulation System: ES&S AccuVote

Contract Term: 1986 - Current

Services provided

- Optical Scan Ballot Printing
 - Sample Ballot Design, Printing & Mailing
 - Publicity Pamphlet Printing & Mailing
 - Outbound Absentee Processing
- Ongoing training and preventative maintenance

City of Phoenix, AZ

Registered Voters: 647,000

Tabulation System: Sequoia Optech 400C

Contract Term: 1998 - Current

Services provided

- Optical Scan Ballot Printing
- Registers & Roster



City of Tucson, AZ

Registered Voters: 229,000

Tabulation System: ES&S AccuVote

Contract Term: 2002 - Current

Services provided

- Optical Scan Ballot Printing
- Sample Ballot Design, Printing & Mailing
- Publicity Pamphlet Design, Printing & Mailing
- Registers & Rosters
- Outbound early voting ballot mailing
- Ongoing training and preventative maintenance

Pinellas County, FL

Registered Voters: 628,000

Tabulation System: ES&S 80# Ballot System

Contract Term: 12/2007 – Current

Services provided

- (8) Sentio Ballot Printing Systems® for Absentee, Early Voting and Counter Ballots
- Installation, integration, testing and training of all systems
- Provided labor to print initial absentee ballot run
- Facilities management for inventory, stocking and management of consumables & paper
- Printing of polling place ballots
- Ongoing training and preventative maintenance

Sacramento County, CA

Registered Voters: 683,000

Tabulation System: ES&S

Contract Term: 1/2008 – Current

Services provided

- (5) Sentio Ballot Printing Systems® for Absentee, Early Voting and Counter Ballots
Installation, integration, testing and all equipment and supplies.
- Provided training and onsite support for printing of daily absentee and counter ballots.
- Management of ballot stock inventory, stocking and management of consumables
- Ongoing training and preventative maintenance

San Francisco County, CA

Registered Voters: 433,000

Tabulation System: Sequoia



Contract Term: 09/2010 – Current

Services provided

- (1) Agilis® Ballot Sorting System for Vote-by-Mail and Counter ballot incoming mail processing, capturing envelope and signature image for signature verification, as well as sorting to precinct level
- Provided installation, testing training and onsite election support for Agilis® Ballot Sorting System
- Provided maintenance and troubleshooting resolution for the Agilis Ballot Sorting System™
- Ongoing training and preventative maintenance.

Solicitation Response Form

SECTION 7.0: SOLICITATION RESPONSE FORM RFP-4041-15-SH "BALLOT PACKETS"

Offeror must submit entire Form completed, dated and signed.

1. Firm fixed price for November 2015 Coordinated Election:

Description	Qty	Price per Ballot Packet	Extended Price for Election
November 2015 Coordinated Election: estimated 85,000 ballots, at least 5 styles (and possibly more)	85,000	\$0.62	\$52,700.00

2. Optional pricing for 2016 Elections:

Description	Qty	Price per Ballot Packet	Extended Price for Election
2016 Primary Election: estimated 60,000 ballots, 4-6 styles	60,000	\$0.62	\$ 37,200.00
2016 Presidential Election: estimated 85,000 ballots, 77 styles	85,000	\$0.62 (14") \$0.65 (17" or 19")	\$52,700.00 (14") \$55,250.00 (17" or 19")
2016 April City of Fruita Election: estimated 8,500 ballots, 1 style	8,500	\$0.69	\$ 5,865.00
2016 April Town of Palisade: estimated 1,750 ballots, 1 style	1,750	\$0.69	\$ 1,207.50
2016 April Town of Collbran: estimated 350 ballots, 1 style	350	\$0.69	\$ 241.50
2016 April Town of DeBeque: estimated 250 ballots, 1 style	250	\$0.69	\$ 172.50

3. Optional pricing for 2017 Elections:

Description	Qty	Price per Ballot Packet	Extended Price for Election
April 2017 City of Grand Junction Election: estimated 32,000 ballots, 5 styles	32,000	\$0.69	\$ 22,080.00
November 2017 Coordinated Election: estimated 85,000 ballots, 4 styles	85,000	\$0.62	\$ 52,700.00

The Owner reserves the right to accept any portion of the work to be performed at its discretion

Date: 05/07/2015

The undersigned has thoroughly examined the entire Request for Proposals and therefore submits the proposal and schedule of fees and services attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Request for Proposal and as described in the Offeror's proposal attached hereto; as accepted by the Owner.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the Owner are tax exempt from Colorado Sales or Use Tax. Mesa County Tax Exempt No. 98-04241. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- Prompt payment discount of 1% percent of the net dollar will be offered to the Owner if the invoice is paid within 30 days after the receipt of the invoice. Payment Terms Net 30.

ADDENDA: State number of Addenda received: No. 1.

Runbeck Election Services, Inc.

Company Name – (Typed or Printed)



Authorized Agent Signature

2404 W. 14th Street, Ste. 110

Address of Offeror

(602) 230.0510

Phone Number

jsuver@runbeck.net

E-mail Address of Agent

James R. Suver

Authorized Agent – (Typed or Printed)

V.P. Business Development

Title

Tempe, AZ 85281

Owner, State, and Zip Code

(602) 437.1411

Fax Number

(602) 363.6458

Cell Phone Number