

W. 8. E. 3.

AGENDA COVER MEMO

Memorandum Date: August 30, 2006
Order Date: September 13, 2006

TO: Board of County Commissioners
DEPARTMENT: Management Services
PRESENTED BY: Gail Murray, Purchasing Manager
AGENDA ITEM TITLE: ORDER/IN THE MATTER OF AWARD OF LCP 2005-11 FOR BALLOT INK JETTING, INSERTING, AND MAIL SERVICES FOR ELECTIONS

I. MOTION

MOVE TO ACCEPT LCOP 2005-11 FOR BALLOT INK JETTING, INSERTING, AND MAIL SERVICES FROM SIGNATURE GRAPHICS, INC. FOR THE UNIT PRICES PROPOSED.

II. AGENDA ITEM SUMMARY

Lane County Elections is responsible for conducting four scheduled elections each fiscal year. All elections are conducted as "vote by mail" elections. Lane County Elections is required to mail statutory ballot information at designated deadlines. In order to meet those deadlines, the elections office contracts out for ink jetting, inserting, and mail vendor services. Depending on the actual number of elections conducted and the overall size of each election (from small special district to countywide) the total 3-year cost could range from \$65,000 to \$115,000. As the range exceeds \$100,000 a formal competitive selection process is necessary

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

A Request for Proposals for a three-year requirements agreement for Ballot Ink Jetting, Inserting, and Mail Services was prepared and advertised in the Register Guard on 12/09/05. In response to the Request for Proposals one proposal was received, as listed on the RFP Opening Recap Sheet.

B. Board Goals

Award of this RFP and subsequent contract will allow Signature Graphics to provide efficient and effective administrative support to the Election process as referenced in Section IV Lane County Goals.

C. Financial and/or Resource Considerations

The total three year cost could range from \$65,000 to \$115,000, depending on the overall size of each election.

D. Analysis

The proposal was evaluated by an evaluation committee consisting of Elections and Records staff for conformance to RFP specifications and requirements.

The proposal submitted by SIGNATURE GRAPHICS, INC was determined to meet the RFP requirements. Presentation of this proposal to the Board was delayed to accommodate the election workload demands of the May 16, 2006 Primary Election and until further pricing clarification was received by SIGNATURE GRAPHICS, INC

E. Alternatives/Options

One option would be to solicit bids for each scheduled election. This does risk a variance in service prices each election and makes it more difficult to project election costs for budget purposes. This option also increases the risk of schedule conflicts, which could jeopardize meeting statutory deadlines to mail election ballots.

A second option is to contract with an ink jetting, inserting, and mail vendor for the administration of these services. This provides the vendor with a set of specific responsibilities to meet the needs of Lane County Elections, while ensuring some stability in the cost during the term of the contract.

IV. TIMING/IMPLEMENTATION

The successful vendor shall be prepared to provide such services by the next possible Election in November 2006.

V. RECOMMENDATION

The recommendation by the evaluation committee is Option Two. It is further recommended that award of RFP LCP 2005-11 be made to SIGNATURE

GRAPHICS, INC. based on conformance to RFP requirements; a requirements agreement be signed by the vendor; and the County Administrator be authorized to execute the contract.

VI. FOLLOW-UP

Following approval of the award, a contract will be signed by the vendor and delivered to the County Administrator for execution.

VII. ATTACHMENTS

Board Order

RFP Opening Recap Sheet

Notice of Evaluation Committee Recommendation to Award

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

**ORDER NO.) IN THE MATTER OF AWARDING
) A CONTRACT TO SIGNATURE
) GRAPHICS, INC TO PROVIDE
) BALLOT INK JETTING,
) INSERTING, AND MAIL
) SERVICES FOR LANE COUNTY
) ELECTIONS**

WHEREAS, at the duly authorized time and place on January 20, 2006, Gail Murray, Purchasing Manager, under authority of Lane Manual Chapter 21, opened proposals on the following:

LCP 2005-11 FOR BALLOT INK JETTING, INSERTING, AND MAIL SERVICES

WHEREAS, all responses were evaluated by Department of Management Services Elections and Records staff for conformance to RFP specifications; it is hereby

ORDERED that the sole proposer, SIGNATURE GRAPHICS, INC., be awarded a three year contract, that a requirements contract be executed in accordance with RFP specifications; and that the County Administrator be authorized to sign the contract.

DATED this ____ day of _____, 2006

Chair, Board of County Commissioners

APPROVED AS TO FORM
Date 9/1/06 Lane county
Shidlaw
OFFICE OF LEGAL COUNSEL

LANE COUNTY PURCHASING RFP OPENING RECAP SHEET

Bid #: LCP 2005-11 For: BALLOT INK JETTING, INSERTING, & MAIL SERVICES

Opened & Recorded By: Gail Murray, Purchasing Manager Date: 01/20/2006

Proposer

SIGNATURE GRAPHICS
MARTIN FOGG
15040 NE MASON ST
PORTLAND OR 97230
503-256-5956 503-256-3450 FAX

END OF PROPOSER LIST

Annette K. Newingham, Chief Deputy County Clerk

April 5, 2006

Signature Graphics
Martin Fogg
15040 NE Mason St
Portland, OR 97230
(503) 256-3450 fax



**RE: NOTICE OF RECOMMENDATION TO AWARD – LCP 2005-11 FOR
BALLOT INK JETTING, INSERTING, AND MAIL SERVICES**

This is written to advise all firms that the County has completed its review of proposals received in response to the Request for Proposal for Ballot Ink jetting, inserting and mail services. One proposal was received as shown on the attached RFP Abstract .

Subject to approval by the Lane County Board of Commissioners, it is recommended that award of the three year agreement be made to Signature Graphics, Inc.

We would like to thank you for all the time and effort put forth in your proposal and your continued interest in Lane County projects. If you have questions or wish to discuss this matter further, please contact this office at 541-682-8597.

Sincerely,

Gail Murray, Purchasing Manager
Lane County Management Services

Attachment: RFP Abstract