



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 07/18/2023

**SUBJECT: BID NO. 2022-199 - ANNUAL CONTRACT FOR ELECTIONS
PRINTED FORMS AND PRINTED ENVELOPES - ELECTIONS
ADMINISTRATION - VARIOUS VENDORS - EXERCISE FIRST
OPTION FOR RENEWAL - SAME FIRM FIXED PRICES AND
DISCOUNT FROM LIST PRICE**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of Bid No. 2022-199, Annual Contract for Elections Printed Forms and Printed Envelopes, for the first optional twelve (12) month period at the same firm fixed prices and discount from list price.

BACKGROUND

On September 13, 2022, the Commissioners Court, through Court Order #139123, awarded Bid No. 2022-199, Annual Contract for Elections Printed Forms and Printed Envelopes, for Elections Administration, to the following vendors:

Section 1

Primary	Stone Shield Investments, LLC, d/b/a Digital Press Printing
Secondary	American Solutions for Business
Alternate	Runbeck Election Services, Inc.

Section 2

Primary	American Solutions for Business
Secondary	Runbeck Election Services, Inc.

The awards were based upon low bid meeting specifications and contained options to renew for two (2) additional twelve (12) month periods.

The vendors notified Purchasing in writing that their prices will remain firm through September 23, 2024. Elections Administration notified Purchasing in writing that they are pleased with the vendors and want to renew.

SUBMITTED BY: Purchasing

PREPARED BY: Caleb Rojo
APPROVED BY: Chris Lax, CPSM, CPSD, CPCP



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The forms and envelopes required by the Elections Administration are designed and approved by the Secretary of State (SOS), in compliance with the Texas Election Code for use in delivering Absentee Ballots and other election-related mailings. There are three (3) different envelopes, each with legally mandated language and sized to accommodate Absentee Ballots and insert materials that are required to provide voters when they request an Absentee Ballot. The voted ballot must fit inside a privacy envelope, which in turn must fit inside a carrier envelope. The carrier envelope must have legally mandated language and specifications, including a special tab for the voter to provide a driver's license number or the last four digits of the Social Security Number (SSN). The carrier envelope also provides a space for the voter and/or their assistant to sign their name, which determines whether the ballot can be accepted. All these items, along with any required printed materials, must fit inside the mail-out envelope.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that the Commissioners Court approve renewal of Bid No. 2022-199, Annual Contract for Elections Printed Forms and Printed Envelopes, for another twelve (12) month period.

FISCAL IMPACT

Expenses for last year were approximately \$1,179.00. Orders are placed on an as-needed basis. The department has included funding in the FY 2024 budget request.