

T.S.D.4

Memorandum Date: October 21, 2009

TO: Board of County Commissioners

DEPARTMENT: Management Services

PRESENTED BY: Kay Blackburn, Financial Services Manager

AGENDA ITEM TITLE: IN THE MATTER OF AWARDING A THREE YEAR CONTRACT TO SIGNATURE GRAPHICS, INC. FOR ELECTION PROCESSING SERVICES

I. MOTION

MOVE APPROVAL OF ORDER 09-10-21-XX AWARDING A THREE YEAR CONTRACT TO SIGNATURE GRAPHICS, INC. FOR ELECTION PROCESSING SERVICES

II. AGENDA ITEM SUMMARY

The County conducts four scheduled elections in a vote-by-mail format each year. To meet the statutory requirements for ballot format and delivery, the County contracts for ink jetting, inserting and mail services.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The County utilizes the services of a professional vendor to ensure that ballots are in conformity with statutory requirements and are mailed in accordance with statutory deadlines. The contract with the current vendor expires on December 1, 2009, so a new contract will be needed for elections beginning in 2010.

Request For Proposal #LCP 2009-5 was posted on the County website. Two proposals were received and evaluated by a committee comprised of Elections and Management Services staff. Signature Graphics, Inc. was selected as the respondent providing the best overall value and combination of pricing and services.

B. Policy Issues

This item supports the County's competitive selection processes in accordance

with Lane Manual Chapter 21.

C. Board Goals

This item supports the goals of providing efficient and effective financial and administrative support and systems and allocating resources strategically.

D. Financial and/or Resource Considerations

Through the competitive process, the County was able to select a service provider offering the best combination of pricing and services. Subsequent to the announcement of a finalist, negotiations were entered into which resulted in reduced costs to the County.

E. Analysis

Execution of the proposed contract with Signature Graphics, Inc. will reduce the County's costs for ballot services. Additionally, the three year contract will ensure consistent pricing and services for all elections during the next three years, rather than contracting separately for each individual election.

F. Alternatives/Options

1. Approve the award of the contract to Signature Graphics, Inc.
2. Do not approve the award and direct Management Services staff to seek alternatives.

IV. RECOMMENDATION

The Financial Services Manager recommends award of the contract to Signature Graphics, Inc.

V. TIMING/IMPLEMENTATION

If approved, the contract will be executed prior to an election in 2010.

VI. FOLLOW-UP

None.

VII. ATTACHMENTS

Order 09-10-21-XX

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. 09-10-21-

IN THE MATTER OF AWARDING A THREE
YEAR CONTRACT TO SIGNATURE GRAPHICS,
INC. FOR ELECTION PROCESSING SERVICES
IN AN AMOUNT NOT TO EXCEED \$115,000

WHEREAS, Lane County has a need for election processing services including ink jetting, inserting and mail services; and

WHEREAS, Request for Proposal LCP 2009-05 was issued on July 17, 2009; and

WHEREAS, Signature Graphics, Inc. submitted the proposal that offered the best overall value to the County in conformance with the RFP requirements;

NOW, THEREFORE, it is hereby ordered that the Board of Commissioners awards a three-year contract for election processing services to Signature Graphics, Inc. in an amount not to exceed \$115,000; and

BE IT FURTHER RESOLVED, that the County Administrator is delegated authority to execute such a contract.

DATED this 21st day of October, 2009.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM
Date 10/6/09 lane county
Tridlaw
OFFICE OF LEGAL COUNSEL