



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: October 10, 2023

**DATE:** September 19, 2023

**TO:** Board of County Commissioners

**FROM:** Jamie Rodriguez, Registrar of Voters  
(775) 328-3670, JaRodriguez@washoecounty.gov

**THROUGH:** Eric P. Brown, County Manager and  
Mark Stewart, Purchasing and Contracts Manager  
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**SUBJECT:** Recommendation to award Request for Proposal (RFP) No. 3232-24 for Sample Ballot Printing and Mailing Services, not including postage or freight for the 2024 Presidential Preference Primary, Primary and General elections to the most responsive and responsible bidder, Taylor Printing, in an amount not to exceed [\$308,085.00 total; \$164,795.00 for the FY24 Presidential Preference Primary and Primary Elections and \$143,290.00 for the FY25 General Election], and if approved, authorize the Purchasing and Contracts Manager to execute the contract. (All Commission Districts.) FOR POSSIBLE ACTION

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### **SUMMARY**

Per NRS 293.2546 & 293.565, Washoe County is required to prepare and mail a sample ballot to each active registered voter in the county, unless the voter submits a request to receive their sample ballot electronically. Based upon this requirement, a request for proposal (RFP 3232-24) was issued to provide the services for preparing, printing, and mailing of sample ballots for the 2024 elections. Approval is recommended to authorize awarding RFP 3232-24 to Taylor, in an amount not to exceed [\$308,085 total; \$164,795 for the FY24 Presidential Preference Primary and Primary Elections and \$143,290 for the FY25 General Election].

**Washoe County Strategic Objective supported by this item:** Stewardship of Our Community

### **PREVIOUS ACTION**

August 15, 2023, the board denied the request to award RPF 3217-23 to ProVote Solutions for the sample ballots for the 2024 elections.

**AGENDA ITEM # \_\_\_\_\_**

February 8, 2022, the Board approved RFP 3166-22 for sample ballot mailing services in the amount of \$500,000 to Metro Mailing Services.

### **BACKGROUND**

The practice of Washoe County is to mail the sample ballots at least 1 week before in-state mail ballots are mailed. NRS 293.565(7) states that if a person registers to vote not less than 20 days before the date of the election we are no longer required to distribute a sample ballot. This creates a period of approximately 2 weeks for which newly registered voters will also be required to have a sample ballot mailed to them. For the upcoming Presidential Preference Primary sample ballots are scheduled to be initially mailed on January 2, 2024, to provide enough time for the printing of the sample ballots, this means that a final proof must be delivered to the vendor by early December 2023.

On August 18, 2023, the Washoe County Comptroller Department – Purchasing Division released Request for Proposal #3232-24, Sample Ballot Mailing Services. The Request for Proposal was open for 2 weeks and posted online at [www.demandstar.com](http://www.demandstar.com) and in the comptroller's department in building D of the Washoe County Complex. Notification was sent to 104 companies advising them that the bid was open to review and submit bids. Of those 104 companies, 44 of those suppliers were in the State of Nevada, of which 4 were Washoe County local print vendors. Three (3) respondent proposals were received from Taylor Printing, ProVote Solutions and Metro Printing. Proposals were opened in the offices of the Washoe County Comptroller on September 1, 2023 and subsequently evaluated. Per request of the Board of County Commissioners there was a 5% ranking added for any local vendors, however no local bids were received. The final bid evaluation was completed on September 8, 2023. The ranking for each bid was as follows Taylor Printing (630), ProVote Solutions (585) and Metro Printing (437). Based on those scores the Notice of Recommendation and Intent to Award was issued to Taylor Printing on September 12, 2023.

The proposed cost for bid item one (1) the Presidential Preference Primary Election is \$0.31 per sample ballot for approximately 210,000 sample ballots to be mailed to voters and 500 sample ballots to be delivered to the Registrar of Voters Office, not including postage and freight, for a total estimated cost of \$65,255.

The proposed cost for bid item two (2) the Primary Election is \$0.315 per sample ballot for approximately 315,000 sample ballots to be mailed to voters and 1,000 sample ballots to be delivered to the Registrar of Voters Office, not including postage and freight, for a total estimated cost of \$99,540.

The proposed cost for bid item three (3) the General Election is \$0.445 per sample ballot for approximately 320,000 sample ballots to be mailed to voters and 2,000 sample ballots to be delivered to the Registrar of Voters office, not including postage and freight, for a total estimated cost of \$143,290.

### **FISCAL IMPACT**

Should the Board approve this award, there is sufficient budget authority in FY24 to cover the proposed cost bid [\$308,085] within the Registrar of Voters (112) Elections Administration (C112210) Printing (710502). Ongoing and additional funding required will be addressed during the fiscal year 2025 budget process.

### **RECOMMENDATION**

Recommendation to award Request for Proposal (RFP) No. 3232-24 for Sample Ballot Printing and Mailing Services, not including postage or freight, for the 2024 Presidential Preference Primary, Primary and General elections to the most responsive and responsible bidder, Taylor Printing in an amount not to exceed [\$308,085 total; \$164,795 for the FY24 Presidential Preference Primary and Primary Elections and \$143,290.00 for the FY25 General Election], and if approved, authorize the Purchasing and Contracts Manager to execute the contract.

### **POSSIBLE MOTION**

Should the Board agree with the staff's recommendation, a possible motion could be:

*“Move to approve the Recommendation to award Request for Proposal (RFP) No. 3232-24 for Sample Ballot Printing and Mailing Services, not including postage or freight, for the 2024 Presidential Preference Primary, Primary and General elections to the most responsive and responsible bidder, Taylor Printing, in an amount not to exceed [\$308,085 total; \$164,795 for the FY24 Presidential Preference Primary and Primary Elections and \$143,290 for the FY25 General Election], and authorize the Purchasing and Contracts Manager to execute the contract.”*