



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: February 8, 2022

DATE: January 5, 2022

TO: Board of County Commissioners

FROM: Deanna Spikula, Registrar of Voters
(775) 328-3674, dspikula@washoecounty.gov

THROUGH: Eric P. Brown, County Manager and
Mark Stewart, Purchasing and Contracts Manager,
775-328-2281, mstewart@washoecounty.gov

SUBJECT: Recommendation to Award Request for Proposal (RFP) No. 3166-22 for Sample Ballot Mailing Services for the 2022 elections to the lowest responsive and responsible bidder, Metro Mailing Service Inc., in the amount of [\$500,000], and if approved, authorize the Purchasing and Contracts Manager to execute the contract. (All Commission Districts)
FOR POSSIBLE ACTION

SUMMARY

Per NRS 293.2546 & 293.565, sample ballots are required to be prepared and mailed to each registered voter in the county, by mail, or electronic means if requested, before the period for early voting for any election begins. Based upon this requirement, a request for proposal (RFP 3166-22) was issued to provide the services for preparing, printing and mailing of sample ballots for the 2022 elections. Approval is recommended to authorize awarding RFP 3166-22 to Metro Mailing Service Inc., in the amount not to exceed \$500,000.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability – Efficient Delivery of Regional Services

PREVIOUS ACTION

No previous actions.

BACKGROUND

On October 26, 2021 the Washoe County Purchasing Division released Request for Proposal #3166-22, Sample Ballot Mailing Services. One (1) respondent proposal was

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received from Metro Mailing Service Inc. The Proposal was opened in the offices of the Washoe County Comptroller on November 19, 2021, and subsequently evaluated.

The proposed cost for bid item one (1) is \$0.0760 per sample ballot for approximately 315,000 ballots, not including postage and freight, for a total estimated cost of \$23,940. The proposed cost for bid item two (2) is \$0.2158 per sample ballot for approximately 340,000 sample ballots, not including postage and freight, for a total estimated cost of \$73,372.

FISCAL IMPACT

Should the Board approve this award, there is sufficient FY22 and FY23 budget authority to cover the proposed cost bid [\$500,000] within the Registrar of Voters (112) Elections Administration (C112210) Printing (710502).

RECOMMENDATION

Recommendation to Award Request for Proposal (RFP) No. 3166-22 for Sample Ballot Mailing Services for the 2022 elections to the lowest responsive and responsible bidder, Metro Mailing Service Inc., in the amount of \$500,000, and 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. 3166-22 for Sample Ballot Mailing Services for the 2022 elections to Metro Mailing Service Inc. in the amount of \$500,000 and authorize the Purchasing and Contracts Manager to execute the contract.”