

## CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Auditor – Elections

**DATE:** 12/30/2015

**REQUESTED ACTION:** Approve the contract with Cenveo, Inc., for Ballot Envelope Design, Layout, Printing, Storage and Shipping, selected through a competitive Request for Proposal.

\_\_\_\_\_ Consent    \_\_\_\_\_ Hearing      X   County Manager

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### BACKGROUND

The County Elections Office conducted Request for Proposal #705, Ballot Envelope Design, Layout, Printing, Storage and Shipping, to select a printing vendor to provide these services on an as-required basis.

The County Elections Office conducts up to 5 elections per year, with an average of 4 elections per year. Quantities can be from 1,000 to 255,000 for each type of the three envelopes used per election. All envelopes must comply with any and all relevant U.S. Postal Service design, mailing and automation requirements.

The cost of this contract is broken down on a piece per thousand cost (see Attachment C – Pricing Worksheet). The total annual cost of this contract would not exceed \$57,306.15. The county shall retain the ability to renew the contract annually for up to four additional years.

Staff Report Attachment (RFP Selection Process) is also included as Exhibit D.

### COUNCIL POLICY IMPLICATIONS

Approval of this RFP does not have any council policy implications.

### ADMINISTRATIVE POLICY IMPLICATIONS

Approval of this RFP does not have any administrative policy implications.

### COMMUNITY OUTREACH

Proper procedures and notices were followed for a Request for Proposal.

### BUDGET IMPLICATIONS

Funds to cover the cost of this contract are already included within the budget needs of the Elections Office. This service is and has been an ongoing need.

YES	NO	
X		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

**BUDGET DETAILS**

Local Fund Dollar Amount	
Grant Fund Dollar Amount	
Account	General Fund; Election Reserve Fund
Company Name	

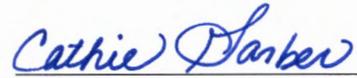
**DISTRIBUTION:**

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

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Richard Cooper,  
Project Manager



Cathie Garber,  
Elections Dept. Manager

**APPROVED:** \_\_\_\_\_  
**CLARK COUNTY, WASHINGTON**  
**BOARD OF COUNTY COUNCILORS**

DATE: \_\_\_\_\_

SR# \_\_\_\_\_

**APPROVED:** \_\_\_\_\_  
**Mark McCauley, Acting County Manager**

DATE: \_\_\_\_\_

# EXHIBIT D

## Staff Report Attachment (RFP Selection Process)

<b>Date:</b>																	
<b>RFP Description:</b>	<b>RFP# 705</b> <b>Title:</b> Ballot Envelope Design, Layout, Printing, Storage and Shipping <b>Description:</b> Locate a vendor who can provide design, layout, printing and storage of ballot envelopes. The vendor shall be able to successfully and accurately produce 750,000 ballot envelopes for up to 5 elections per year. The vendor shall be able to produce a consistent quality product free of any fading or skewing. The vendor shall be able to print and package and store envelopes in such a manner that the quality of the envelope is consistent with an approved proofed copy. The vendor shall also be able to store 15 - 25 pallets of surplus ballot materials including #9, #10, and #11 envelopes for extended amounts of time until the next election.																
<b>Evaluation Process</b>	<b>Approach and Understanding:</b> Scored based on the ability to produce all material outlined in the RFP. Ability to store surplus envelopes in a climate controlled warehouse. Ability to meet shipping deadlines. <b>Experience:</b> Scored based on having multiple years of experience printing and shipping high quality election material. <b>Quality of Samples:</b> Scored based on quality (envelopes shall meet all specification outlined in the RFP) <b>Cost:</b> Scored based on average price paid over last 2 years: (current approximate cost for ordering the numbers outlined in RFP is \$55,000 scoring is done with a 1 point deduction per \$1,000 over current amount rounded to the nearest whole point.																
<b>Evaluation Matrix</b>	<b>Evaluation Scores - RFP #705 - Ballot Envelope Design, Layout, Printing, Storage and Shipping</b>																
		Cenveo, Inc.						Average Group Score (100 points)	Total Score (200 points)		Mobes Business Forms Inc.					Average Group Score 100 points)	Total Score (200 points possible)
<b>Evaluation Criteria</b>	<b>Max Pts.</b>	Panel Member				Average				Panel Member				Average			
		1	2	3	4				1	2	3	4					
<b>Approach and Understanding</b>	30	30	30	30	30	30	30	60	30	28	30	28	29	29	58		
<b>Experience</b>	20	20	20	20	20	20	20	40	20	20	20	20	20	20	40		
<b>Quality of Examples</b>	30	30	30	30	30	30	30	60	30	30	30	30	30	30	60		
<b>Cost</b>	20	18	18	18	17	17.75	17.75	35.5	4	4	5	5	4.5	4.5	9		
<b>Total Score</b>		98.00	98.00	98.00	97.00	97.75	97.75	195.50	84.00	82.00	85.00	83.50	83.50	167.00			
<b>Recommended Proposer:</b>	After comparing the scores of both proposers it was determined by a unanimous decision to proceed into contract negotiations with Cenveo, Inc. Each proposals scores started with a perfect score. Based on the Proposals and samples received deductions if necessary were made. The deductions made are broken down as follows: Approach and Understanding - Cenveo had no points deducted. Mobes Business Forms Inc deductions were based on the the ability to guarantee deadlines while being a broker not a printer. Experience - Both Cenveo, Inc and Mobes Business Forms Inc. received no point deductions. Quality of Examples - Both Cenveo, Inc and Mobes Business Forms Inc. received no point deductions. Cost - Deductions were made for both Cenveo, Inc and Mobes Business Forms Inc. based on a a 1 point deduction per \$1,000 over current amount rounded to the nearest whole point.																
<b>Comments:</b> <i>Include the total cost of the contract for E-Verify requirements</i>	All four evaluators were present during the meeting to discuss the proposals and decision making process. Original panel member scores were based on a combination of past experiences and the provided proposals. Average group score was determined by giving each panel member an opportunity to adjust their scores after discussing the proposals as a team. Total Cost of this contract is estimated at 57,000 annually.																

**Professional Services Contract**  
Ballot Envelope Design, Layout, Printing, Storage and Shipping  
Contract Purchase No.705

THIS CONTRACT, entered this \_\_\_\_\_ day of \_\_\_\_\_ 2016, by and between CLARK COUNTY, after this called "County," a political subdivision of the State of Washington, and Cenveo, Inc. after this called "Contractor."

WITNESSETH

WHEREAS, the Contractor has been chosen through a competitive bid process by the County RFP No. 705 and has the expertise to provide professional services for Clark County and to perform those services more particularly set out in the proposal attached hereto and incorporated herein by this reference as Exhibit A.

WHEREAS, Clark County does not have available staff to provide such services for the benefit of the services of Clark County, NOW, THEREFORE,

THE COUNTY AND THE CONTRACTOR MUTUALLY AGREE AS FOLLOWS:

1. Services. The Contractor shall perform services as set forth in Exhibit A.
2. Time. The contract shall be effective beginning January 15, 2016 and ending January 14, 2017.
3. Compensation. County shall pay the Contractor for performing said services upon receipt of a written invoice according to the schedule set forth in Exhibit A, which is attached hereto and incorporated herein by this reference. The parties mutually agree that in no event shall the amount billing exceed the dollar amount of \$57,306.15 as stated within Exhibit A without prior approval of the County.

4. Termination. The County may terminate this contract immediately upon any breach by Contractor in the duties of Contractor as set forth in Contract. The waiver by the County of one or more breaches shall not be construed as a waiver of any subsequent breach or breaches. Further, County may terminate this Contract upon immediate notice to Contractor in the event that the funding for the project ceases or is reduced in amount. The Contractor will be reimbursed for services expended up to the date of termination.

5. Independent Contractor. The Contractor shall always be an independent Contractor and not an employee of the County, and shall not be entitled to compensation or benefits of any kind except as specifically provided herein.

6. Indemnification / Hold Harmless. The Consultant shall defend, indemnify and hold the County, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the County. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the County, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the

purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

7. Wage and hour compliance. Contractor shall comply with all applicable provisions of the Fair Labor Standards Act and any other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall always save County free, clear and harmless from all actions, claims, demands and expenses arising out of said act and the rules and regulations that are or may be promulgated in connection therewith.

8. Social Security and Other Taxes. The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income or other form of taxes, fees, licenses, excises, or payments required by any city, federal or state legislation that is now or may during the term of this agreement be enacted as to all persons employed by the Contractor in performance of the work pursuant to this Contract and shall assume exclusive liability therefore, and meet all requirements thereunder pursuant to any rules and regulations that are now and may be promulgated in connection therewith.

9. Contract Documents: Contract documents consist of this Agreement, Exhibit A, a scope of work which consists of a proposal based on RFP No. 705.

10. Equal Employment Opportunity: The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, age, disability, marital status or national origin.

11. Changes: County may, from time to time, require changes in the scope of the services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between County and the Contractor, shall be in writing, signed by both parties and incorporated in the written amendments to the Contract.

12. Public records act: Notwithstanding the provisions of this Contract to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, RCW Chapter 42.56, as may hereafter be amended, Contractor agrees to maintain all records constituting public records and to produce or assist Clark County in producing such records, within the time frames and parameters set forth in state law. Contractor further agrees that upon receipt of any written public record request, Contractor shall, within two business days, notify Clark County by providing a copy of the request to the Clark County Public Records Officer/Department of Public Works.

13. Governing Law. This agreement shall be governed by the laws of the State of Washington. Venue for any litigation shall be in Superior Court for the State of Washington in Clark County, Washington.

14. Confidentiality. With respect to all information relating to County that is confidential and clearly so designated, the Contractor agrees to keep such information confidential.

15. Conflict of Interest. The Contractor covenants that it has had no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or

degree with the performance of services hereunder. The Contractor further covenants that no person having such interest shall be employed by it, or shall perform services as an independent contractor with it, in the performance of this Contract.

16. Consent and Understanding. This agreement contains a complete and integrated understanding of the contract between the parties and supersedes any understandings, agreement, or negotiations, whether oral or written, not set forth herein or in written amendments hereto duly executed by both parties.

17. Severability. If any provision of this agreement is held invalid, the remainder would then continue to conform to the terms and requirements of applicable law.

IN WITNESS THEREOF, County and the Contractor have executed this contract on the date first above written.

Cenveo, Inc.

Acting County Manager  
Clark County, Washington

By 

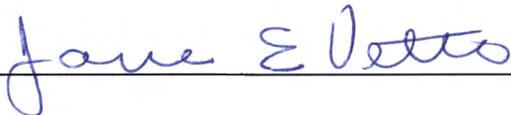
\_\_\_\_\_  
By Mark McCauley

Print name Scott Strayhan

Title VP Sales

APPROVED AS TO FORM ONLY  
ANTHONY F. GOLIK

Clark County Prosecuting Attorney



**Vendor/Contractor:**

Have you or any of your employees who will be directly compensated retired from a Washington State Retirement System using the 2008 Early Retirement Factor?

Yes

No

If yes, please provide the name and social security number for each retiree to Clark County Purchasing.



# EXHIBIT A

RFP #705  
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

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Clark County Washington  
Release date: Wednesday, November 11, 2015

Request for Proposal for:  
Ballot Envelope Design, Layout, Printing, Storage and Shipping

**PROPOSALS DUE: Monday, November 30, 2015 by 3:00 p.m.**

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Company name.

**Submit one (1) original and three (3) complete copies of the Proposal to:**

Clark County  
Office of Purchasing  
P.O. Box 5000  
1300 Franklin Street, 6<sup>th</sup> Floor, Suite 650  
Vancouver, Washington 98660  
(360) 397-2323

Refer Questions to:

Project Manager:

Richard Cooper  
Clark County Elections Coordinator  
[Richard.Cooper@clark.wa.gov](mailto:Richard.Cooper@clark.wa.gov)

## General Terms and Conditions

**ADMINISTRATIVE REQUIREMENTS** - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

**AUTHORSHIP** - Applicants must identify any assistance provided by agencies or individuals outside the proposer's own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

**CANCELLATION OF AWARD** - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

**CONFIDENTIALITY**: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

**CONFLICT OF INTEREST** - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

**CONSORTIUM OF AGENCIES** - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

**COST OF PROPOSAL & AWARD** - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

**DISPUTES**: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

**DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS** - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

**ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM** - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html>

**INDEPENDENT PRICE DETERMINATION** - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

**INTERLOCAL AGREEMENT** - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

**LIMITATION** - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

**LATE PROPOSALS** - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

**ORAL PRESENTATIONS**: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

**OTHER AUDIT/MONITORING REQUIREMENTS** - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

**PRICE WARRANT** - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

**PROTESTS** must be submitted to the Purchasing Department.

**PUBLIC SAFETY** may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

**REJECTION OF PROPOSALS** - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

**SUBCONTRACTING** - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

**VERBAL PROPOSALS**: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

**WORKERS COMPENSATION INSURANCE** – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

**FOR ALTERNATIVE FORMATS**  
**Clark County ADA Office; V (360) 397-2025;**  
**TTY (360) 397-2445; [ADA@Clark.wa.gov](mailto:ADA@Clark.wa.gov)**

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# Request for Proposal # 705

## Ballot Envelope Design, Layout, Printing, Storage and Shipping

### Part I Proposal Requirements

#### Section IA General Information

1. Introduction The purpose of this RFP is to permit the consultant community to suggest various approaches to meet this "defined need" at a given price.

The Clark County Elections Office has submitted this RFP for the purpose of entering into a contract with a qualified vendor to provide necessary services for the Clark County Elections Office which includes the design, layout, printing, storage and shipping of ballot envelopes. The quantities and specific projects described are intended to identify the type and volume of work that the Elections Office anticipates.

2. Background The Clark County Elections Office is located at 1408 Franklin Street, Vancouver, Washington. The Clark County Elections Office is one of many departments of the Clark County Auditor's Office. The Elections Office is responsible for conducting all local, city, county, state and federal elections. A crucial step in conducting elections is having envelopes designed and printed in a timely fashion to ensure all state and federal deadlines are met. (Up to approximately 275,000 ballots per election. One to five full county elections will be held each year.) Each election requires three (3) envelopes; a #11 White Outgoing Window Envelope, a #10 White Incoming Voter Affidavit Envelope and a #9 Yellow Secrecy Envelope. A total of approximately 825,000 envelopes will be used for each election.

3. Scope of Project Key Requirements are:  
1. designing ballot envelopes,  
2. printing and packaging ballot envelopes,  
3. proper storage and shipping of ballot envelopes,  
4. meet all deadlines - as outlined prior to each project's beginning,  
5. miscellaneous specialized/certified services.

4. Project Funding Adequate funds for this RFP are within the Clark County Elections Bi-Annual Budget.

5. Timeline for Selection The following dates are the **intended** timeline:

Proposals due	November 30, 2015
Proposal review/evaluation period	December 1 - 9, 2015
Interviews/demonstration (if deemed necessary)	December 8-9, 2015
Selection committee recommendation	December 10, 2015
Contract negotiation/execution	December 30, 2015
Contract intended to begin	January 15, 2016

**Clark County reserves the right to deviate from this schedule.**

6. Employment Verification Effective November 1<sup>st</sup>, 2010, to be considered responsive to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employees hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. Fax to (360) 397-6027, or;
3. Call Purchasing at (360) 397-2323 for a current email address.

*Note: Sole Proprietors are exempt.*

# Request for Proposal # 705

## Ballot Envelope Design, Layout, Printing, Storage and Shipping

### Section IB Work Requirements

#### 1. Required Services

Clark County may have up to five (5) elections in any given year; however the average is four (4). Elections are scheduled for February, April, August, November and in Presidential Election Years, May. An estimated 275,000 of each type of envelope are required for each election event. Annual envelope usage is estimated to be 1,100,000 of each type of envelope (excluding Presidential Election years.) Clark County reserves the right to increase/decrease the stated estimated election event requirements as necessary to meet actual requirements.

Key Requirements are:

1. designing ballot envelopes,
2. printing and packaging ballot envelopes,
3. proper storage and shipping of ballot envelopes,
4. meet all deadlines - as outlined prior to each project's beginning,
5. miscellaneous specialized/certified services,  
(details of each requirement are outlined below)

1. Proposer must be able to provide recommendations to the Clark County Elections Office for Election Ballot Envelopes. There are certain specifications which the county will address with the selected vendor. The current specifications for Clark County Election Ballot Envelopes are:

#### ENVELOPE 1 – WHITE OUTGOING ENVELOPE

Size:	Standard # 11
Window:	1-3/4" x 4-1/2" Poly-clear Square ends located 3/4" from left and 3/4" from bottom
Hole:	None
Flap:	1-1/2"
Stock:	24 # White Wove
Ink Color:	Black and PMS 485
Packaging:	500/carton
Pallets:	8 lifts maximum and corner protectors required
Gum:	solid regular gum
Print:	2 sided + USPS election mail indicia on front + Bulk Permit Box 1345

Example: See Attachment D

#### ENVELOPE 2 – WHITE RETURN ENVELOPE W/ GREEN STRIPE

Size:	Standard # 10
Window:	None
Hole:	5/16" center located 4-3/4" from left and 2-1/8" from bottom
Flap:	1-1/4"
Stock:	24 # White Wove
Ink Color:	Black and PMS 361 – Green stripe on top and bottom left half of envelope
Packaging:	500/carton no more than 2,500 per case – no more than 2,000 in bulk case
Pallets:	8 lifts maximum and corner protectors required
Gum:	solid regular gum
Print:	2 sided + flap + USPS election mail indicia and FIM on front

Example: See Attachment E

**Request for Proposal # 705  
Ballot Envelope Design, Layout, Printing, Storage and Shipping**

**ENVELOPE 3 – YELLOW SECRECY ENVELOPE**

Size:	Standard # 9
Window:	None
Holes	2 - 5/16" holes centers located 1-11/16" & 7-3/16" from left and 2" from bottom
Perforations	Easy open/pop open scallop perforations all the way to the corner on back of envelope
Flap:	1-1/4"
Stock:	24 # Canary Wove
Ink Color:	Black
Packaging:	500/carton no more than 2,500 per case – no more than 2,000 in bulk case
Pallets:	8 lifts maximum and corner protectors required
Gum:	solid regular gum
Print	2 sided + flap + Inside Grey Tint

**Example: See Attachment F**

**ENVELOPE 4 – WHITE OUTGOING ENVELOPE MILITARY – OFFICE USE**

Size:	Standard # 11
Window:	1-5/8" x 4-1/4" Poly-clear Square ends located 3/4" from left and 3/4" from bottom
Hole	None
Flap:	1-1/2"
Stock:	24 # White Wove
Ink Color:	Black
Packaging:	500/carton
Pallets:	8 lifts maximum and corner protectors required
Gum:	Self sealing
Print	2 sided + USPS election mail indicia on front + permit and FIM

**Example: See Attachment G**

**ENVELOPE 5 – WHITE RETURN MILITARY ENVELOPE W/ GREEN STRIPES – OFFICE USE**

Size:	Standard # 10
Window:	None
Hole	5/16" center located 4-3/4" from left and 1-3/4" from bottom
Flap:	1-1/4"
Stock:	24 # White Wove
Ink Color:	Black and PMS 361 – 2" Green stripe in center of envelope and left edge
Packaging:	500/carton no more than 2,500 per case – no more than 2,000 in bulk case
Pallets:	8 lifts maximum and corner protectors required
Gum:	solid regular gum
Print	2 sided + flap + USPS election mail indicia on front + postage paid permit

**Example: See Attachment H**

# Request for Proposal # 705

## Ballot Envelope Design, Layout, Printing, Storage and Shipping

### ENVELOPE 6 – YELLOW SECRECY MILITARY ENVELOPE – OFFICE USE

Size:	Standard # 9
Window:	None
Holes	2 - 5/16" holes centers located 1-9/16" & 7-1/4" from left and 2" from bottom
Perforations	Easy open/pop open scallop perforations all the way to the corner on back of envelope
Flap:	1-1/4"
Stock:	24 # Canary Wove
Ink Color:	Black
Packaging:	500/carton no more than 2,500 per case – no more than 2,000 in bulk case
Pallets:	8 lifts maximum and corner protectors required
Gum:	solid regular gum
Print	1 sided + flap + Inside Grey Tint

Example: See Attachment I

**NOTE: The purpose of the specifications in this RFP is to allow for the comparison and selection of a vendor based upon a common set of criteria. Nothing in this RFP shall prohibit the county from changing the specifications of a product once a selection is made.**

2. Typically, a print order shall be given to the vendor by email or written letter at least 45 days in advance of an upcoming shipping date. Once a print order is received, the vendor will send a layout sample and also provide the county with a final printed proof of the job order for signed approval prior to production. This may be done in person, by mail, email, or fax. The vendor will have quality control measures in place to ensure that the specifications of certain envelopes were tested prior to acceptance of stock. All items are subject to final inspection and acceptance by the county. Final inspection and acceptance shall be made within a reasonable time after delivery. The vendor must provide a delivery or packing slip detailing the specific quantities shipped, including the quantity and type of envelopes, number of packing cartons, and number of pallets. All quantities rejected by the county must be replaced by the vendor at no cost to the county. Representatives of the county may be present during the printing and gluing of the envelope process to ensure that the measures are in place and are being followed. Travel and lodging expenses for the Auditor's Office or other county employees will be the responsibility of the County. Ballots shall be packaged according the specifications outlined above. If envelopes are damaged due to insufficient care in packaging and/or shipping they shall be replaced by the vendor at no cost to the County.

3. The Vendor shall have the ability to store at least one (1) set of envelopes (275,000 #9 Secrecy envelopes, 275,000 #10 Signature Return Envelopes and 275,000 #11 VBM Outgoing Window Envelopes) for Clark County Elections in a climate-controlled warehouse. Typically, notice for delivery shall be given to the vendor by email or written letter 30 days in advance of the needed date. The Elections Office shall specify the delivery location whether it be the Elections Office located at 1408 Franklin Street, Vancouver, WA 98660, or the mailing bureau selected by the County to process the election materials. Clark County currently has a contract with Sendit Direct Mailing & Fulfillment Inc. located at 12715 NE Whitaker Way, Portland, OR 97230.

Under Emergency conditions as determined by Clark County, envelopes shall be delivered within 72-hours (three working days) of the Notice for Emergency delivery. If the Notice of Emergency is sent such that the delivery would be on a weekend or County Observed Holiday, then the delivery shall be due the next working day. Notice for Emergency Delivery may be sent by FAX or email and the 72-hour period shall begin upon receipt of the order by the Vendor. If the order includes alterations or changes to the above bid items, a delivery date must be agreed upon by both parties. Ordered items shall be delivered to the location specified by the Elections Office. The Contractor will be allowed up to a five percent (5%) bid price increase for 72-hour orders for the special handling/processing required. For both Routine and Emergency deliveries, deliveries shall be accepted between the hours of

# Request for Proposal # 705

## Ballot Envelope Design, Layout, Printing, Storage and Shipping

8 am through 3:30 pm, Pacific Time, Monday through Friday. No County-acknowledged holiday deliveries will be accepted.

The County reserves the right to change delivery sites throughout the contract period. New sites may be added and/or others may be dropped. Closing or deletion of any such sites shall not change the vendor's obligations to provide all products and services described herein to all remaining or added County locations.

4. Elections have strict state and federal timelines. Clark County will be responsible for providing vendor deadlines for both printing and delivery.

Failure to deliver on time may result in termination of the contract. Acceptance by the County of a late delivery shall not waive the right to claim damage for such breach of contract nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by the vendor. The county reserves the right to procure the products and services from another source and may bill the vendor or deduct unpaid balances due the vendor for excess costs so paid, and the prices paid by the County.

Under unusual circumstances such as, (but not limited to), a court injunction, it may become necessary for the County to request the vendor to delay or stop printing certain materials. Such request will be made by telephone by an authorized representative of the County and confirmed in writing as soon as possible. In the event of an authorized delay, the County shall notify the vendor of a revised schedule concerning materials.

In the event of nonperformance under the resulting contract, the County shall have the right to obtain from other sources such products and/or services as may be required to accomplish the work not performed, and it is agreed that the difference in cost, if any, for said work or goods shall be borne by the Contractor. The Contractor will also bear any costs incurred for errors made on the part of the Contractor on a single project, such as rejection by the United States Postal Service (USPS). For purposes of this section, nonperformance shall be defined as failure to appear and perform work and/or deliver goods as specified and scheduled.

If items ordered by the County are not delivered when required by the contract, the County may terminate the contract. If this occurs within the first year of the contract the County may initiate a contract with the second highest scoring vendor.

5. The vendor shall be aware of USPS postal regulations regarding election mail. It is crucial in the design and layout process. Clark County will be responsible for obtaining USPS acceptance of the vendor-provided proof.

Ballot envelopes must be printed with the same quality and layout of the signed proof. Any printing errors that result in additional costs for mailing ballots will be charged to the vendor.

- |                            |   |
|----------------------------|---|
| 2. County Performed Work   | The Elections Office will provide all necessary data, logos, indicia and specifications to the vendor. The Elections Office will sign-off on all proofs prior to a job being printed.   |
| 3. Deliverables & Schedule | All schedules and deliveries will be made on a per election basis. It will be the responsibility of the Elections Office to coordinate a schedule with the vendor.  |
| 4. Place of Performance    | All contract performance must take place in the Proposer's facility. The Proposer's facility shall have adequate storage space for a set of ballot envelopes (see Section IB (3)). Proposer's facility must be climate-controlled to avoid damaging stored envelopes. |
| 5. Period of Performance   | A contract awarded as a result of this RFP will be for (1 year) and is intended to begin on January 15, 2016, and end January 14, 2017.   |

Clark County reserves the right to extend the contract resulting from this RFP for a period of four (4) additional one (1) year periods, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

# Request for Proposal # 705

## Ballot Envelope Design, Layout, Printing, Storage and Shipping

6. Insurance/Bond
- A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.
- B. Automobile  
If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.
- C. Proof of Insurance  
Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.  
All policies must have a Best's Rating of A-VII or better.
7. Plan Holder's List
- All proposers are required to be listed on the Plan Holder's List.  
✓ Prior to submission of proposal, please confirm your organization is on the Plan Holder's List below:
- To view the Plan Holder's List, please click on the link below or copy and paste into your browser.  
Clark County RFP site:  
<http://www.clark.wa.gov/general-services/purchasing/rfp.html>
- If your organization is NOT listed, submit the "Letter of Interest" to ensure your inclusion. See Attachment B.
- Proposals received by Clark County by proposers not included on the Plan Holder's List may be considered non-responsive.

# Request for Proposal # 705

## Ballot Envelope Design, Layout, Printing, Storage and Shipping

### Part II Proposal Preparation and Submittal

#### Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting
2. Proposal Clarification

**There will be no pre-submittal meeting or site visit scheduled for this project.**

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is seven calendar days prior to the due date for proposals.

An addendum will be issued no later than six calendar days prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site: <http://www.clark.wa.gov/general-services/purchasing/rfp.html>

#### Section IIB Proposal Submission

1. Proposals Due

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal

**Proposals must be clear, succinct and not exceed 20 pages (excluding cover sheet and E-verify).** Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should be included with each copy

# Request for Proposal # 705

## Ballot Envelope Design, Layout, Printing, Storage and Shipping

unless otherwise specified.

### Section IIC Proposal Content

1. Cover Sheet This form is to be used as your proposal Cover Sheet  
See Cover Sheet - Attachment A
2. Project Team Provide a staffing plan that demonstrates how professional staff will be made available to perform scheduled tasks for the Clark County Elections Office. Clearly outline the number of staff (permanent and temporary) that will be dedicated during a project. Describe the level of experience that permanent staff have. Describe a 5 year plan your firm will have in place to maintain/replace experienced permanent staff.
3. Management Approach Provide a brief description of your firm's history and its capabilities related to envelope design and printing. Describe your firm's experience in handling election material. Describe your firm's philosophy towards providing quality service for high volume, deadline driven projects.
4. Respondent's Capabilities Describe the location ballot envelopes will be printed. Describe your firm's capacity to store and stage the large quantities of supplies described in this RFP. Describe your capabilities to perform the contract over the next five (5) years (staffing, machine repair/replacement, storage etc.) Provide four samples of all six envelopes using the specs provide in section IB and using attachments D-I. Proposer may provide ballot envelope samples printed in black ink only or in appropriate colors. Proposer will not receive higher score by printing with color ink.
5. Project Approach and Understanding Describe your firm's philosophy towards providing quality service for high volume, deadline driven projects. Describe how your firm will meet all requirements outlined in Sec IB(1-5).
6. Proposed Cost Complete Attachment C – Pricing Worksheet
7. Employment Verification **Please refer to section 1A.6. – e-Verify**

**IMPORTANT NOTE:** Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County.

Current vendors on file can be viewed at:

<http://www.clark.wa.gov/general-services/purchasing/documents/e-verifylog.pdf>

This should be submitted immediately **after the cover page**, so it's easy for Purchasing to find it immediately after opening as that will need to be done within 24 hours after closing the rfp.

**Request for Proposal # 705  
Ballot Envelope Design, Layout, Printing, Storage and Shipping**

**Part III Proposal Evaluation & Contract Award**

**Section IIIA Proposal Review and Selection**

- 1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Board of Councilors.
- 2. Evaluation Criteria Scoring: Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

**A one hundred (100) point system will be used, weighted against the following criteria:**

Approach and Understanding	30
Experience	20
Quality of Examples	30
Cost	20
<b>Total Points</b>	<b>100</b>

**Section IIIB Contract Award**

- 1. Consultant Selection: The County will award a contract to the highest scoring Proposer. Should the County not reach a favorable agreement with the highest scoring Proposer, the County shall suspend or terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.
- 2. Contract Development: The proposal and all responses provided by the successful Proposer may become a part of the final contract.  
  
The form of contract shall be the County's Contract for Professional Services.
- 3. Award Review: The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

**Request for Proposal # 705  
Ballot Envelope Design, Layout, Printing, Storage and Shipping**

**Attachment A COVER SHEET**

General Information:

Legal Name of Applicant/Company/Agency \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Program Location (if different than above) \_\_\_\_\_ Email address \_\_\_\_\_

Tax Identification Number \_\_\_\_\_

**ADDENDUM:**  
Proposer shall insert number of each Addendum received. If no addendum received, please mark "NONE".  
No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_  
**NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.**

→ Does the proposal comply with the requirements contained within the RFP?  
A "No" response may disqualify the proposal from further consideration.

Yes  No

→ Did outside individuals or agencies assist with preparation of this proposal?

Yes  No (if yes, describe.)\*\*

**Total Funds Requested Under this Proposal \$ \_\_\_\_\_**

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Councilors.

\_\_\_\_\_  
Signature, **Administrator of Applicant Agency\***

\_\_\_\_\_  
Date

**Request for Proposal # 705  
Ballot Envelope Design, Layout, Printing, Storage and Shipping**

**Attachment B LETTER OF INTEREST**

Legal Name of Applicant Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Program Location (if different than above) \_\_\_\_\_

Email address \_\_\_\_\_

- All proposers are required to be included on the plan holder's list. If your organization is NOT listed, submit the "Letter of Interest" to ensure your inclusion.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: [Beth.Balogh@clark.wa.gov](mailto:Beth.Balogh@clark.wa.gov)

Clark County web link:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

**This document will only be used to add a proposer to the plan holder's list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.**

**Proposals may be considered non-responsive if the Proposer is not listed on the plan holder's list.**

**Request for Proposal # 705**  
**Ballot Envelope Design, Layout, Printing, Storage and Shipping**

**Attachment C: PRICING WORKSHEET**

Description	Est. Annual Qty.	Unit Price	Total
Envelope 1 – White Outgoing Envelope	1,100,000	\$ /1000	\$
Envelope 2 – White Return Envelope w/ Green Stripe	1,100,000	\$ /1000	\$
Envelope 3 – Yellow Security Envelope	1,100,000	\$ /1000	\$
Envelope 4 – White Outgoing Military Envelope – Office Use	15,000	\$ /1000	\$
Envelope 5 – White Return Military Envelope w/ Green Stripe – Office Use	15,000	\$ /1000	\$
Envelope 6 – Yellow Security Military Envelope – Office Use	15,000	\$ /1000	\$
Storage – Surplus set of envelopes (per pallet/year)	15 (rotating)	\$ /pallet	\$
One time set-up, typesetting & testing	1 lot	\$	\$
Sub-Total =			\$
Freight =			\$
8.4 % Sales Tax =			\$
Total =			\$

# Request for Proposal # 705 Ballot Envelope Design, Layout, Printing, Storage and Shipping

## Attachment D: Envelope 1 – White Outgoing Envelope

4-1/2 x 10-3/8  
#11 Web  
1-1/2 FLAP  
11-1/2 ROLL

For other formats contact the Clark County ADA Program:  
Voice (360) 397-2322, Relay 711 or (800) 833-6388  
Fax (360) 397-6165; Email ADA@clark.wa.gov



Greg Kimsey, Auditor  
Clark County Elections  
PO Box 8815  
Vancouver WA 98666-8815



NONPROFIT  
ORGANIZATION  
U.S. POSTAGE PAID  
PORTLAND, OR  
PERMIT #1345

RETURN SERVICE REQUESTED

OFFICIAL BALLOT - DO NOT DELAY

1-3/4 x 4-1/2

1/2

1/2

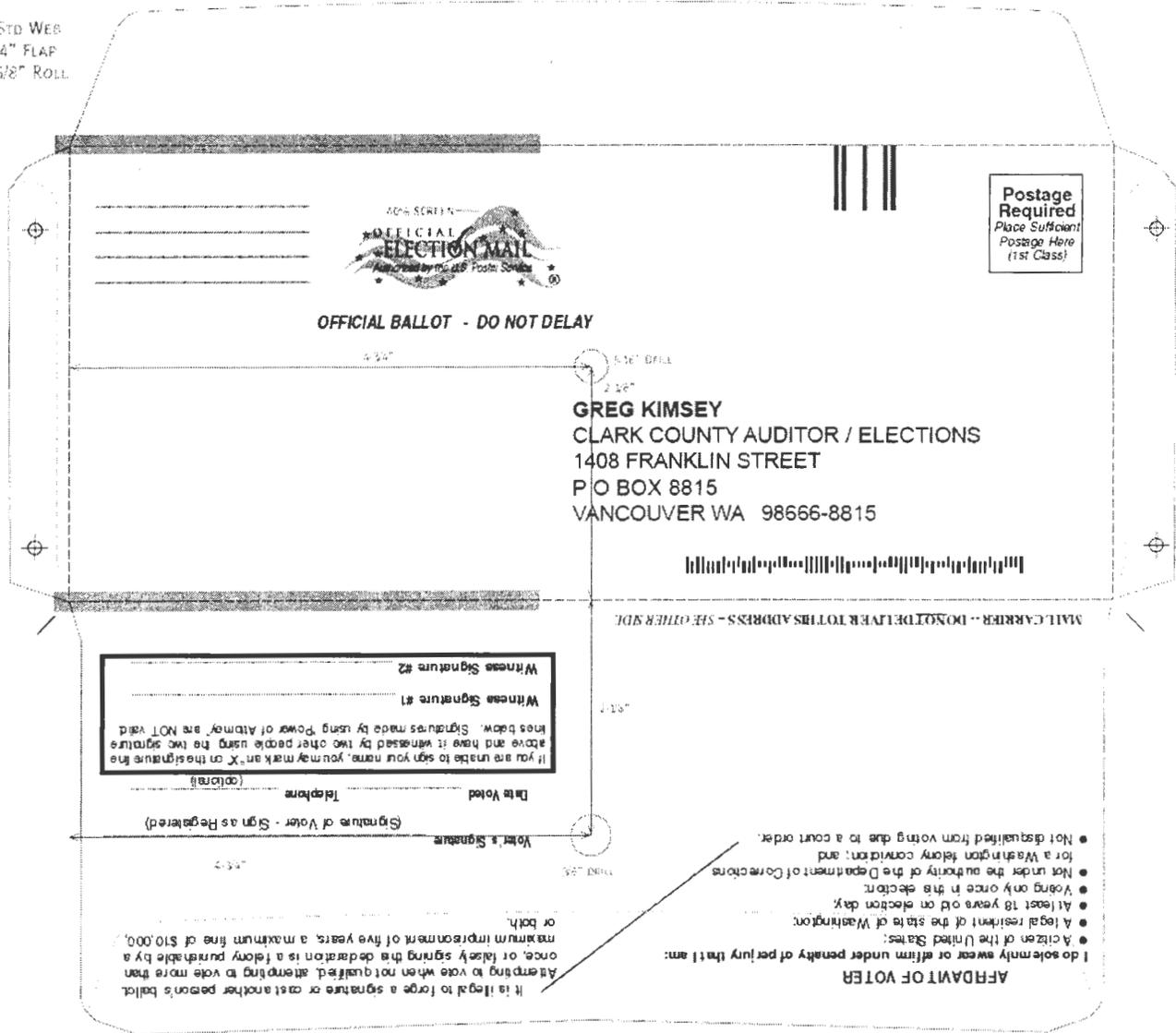
Official Election Ballot  
Please Open Promptly, Vote & Return

FLAP COVER THIS AREA

# Request for Proposal # 705 Ballot Envelope Design, Layout, Printing, Storage and Shipping

## Attachment E: Envelope 2 – White Return Envelope w/ Green Stripe

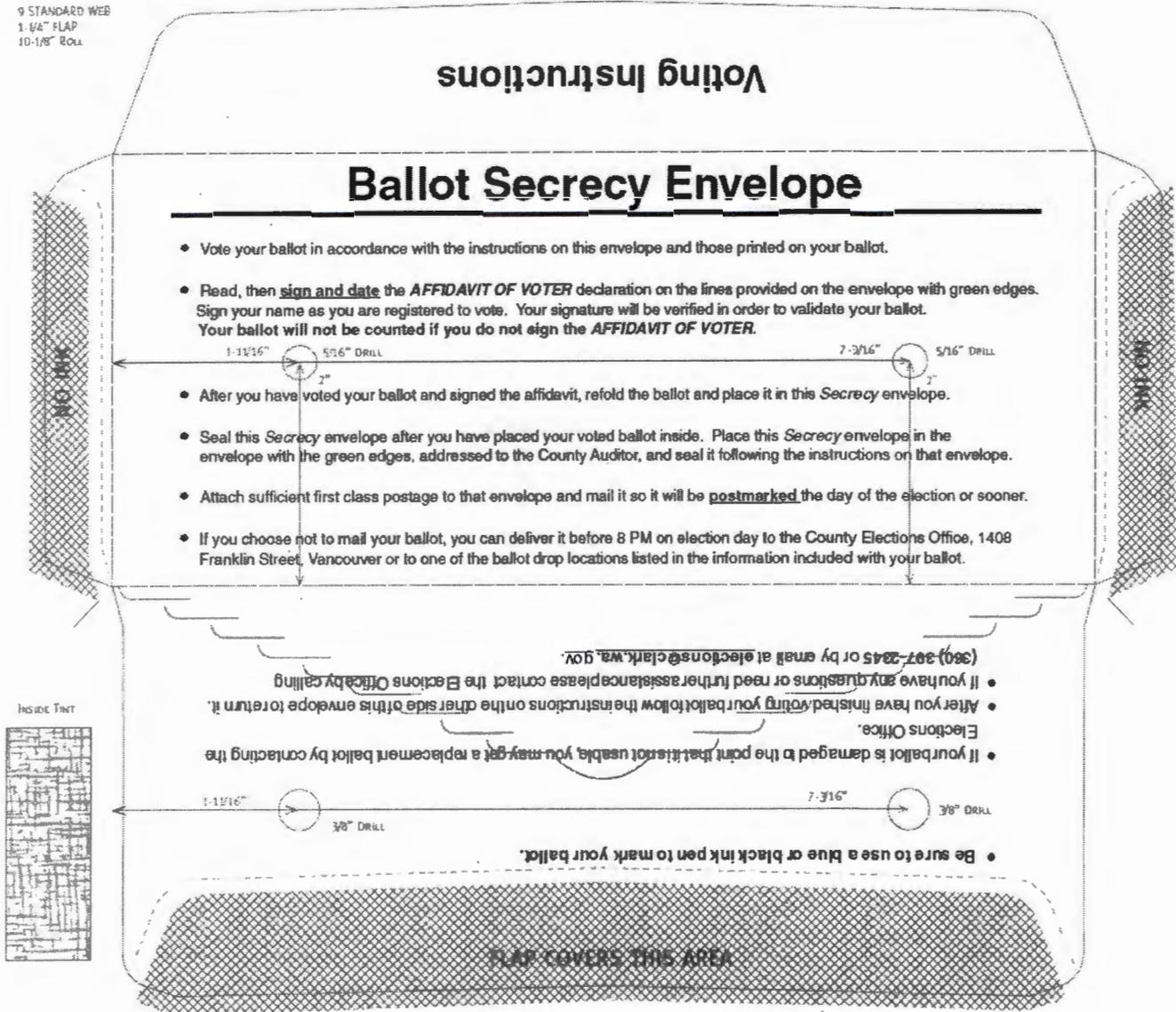
10 STD WEB  
1-1/4" FLAP  
10-5/8" ROLL



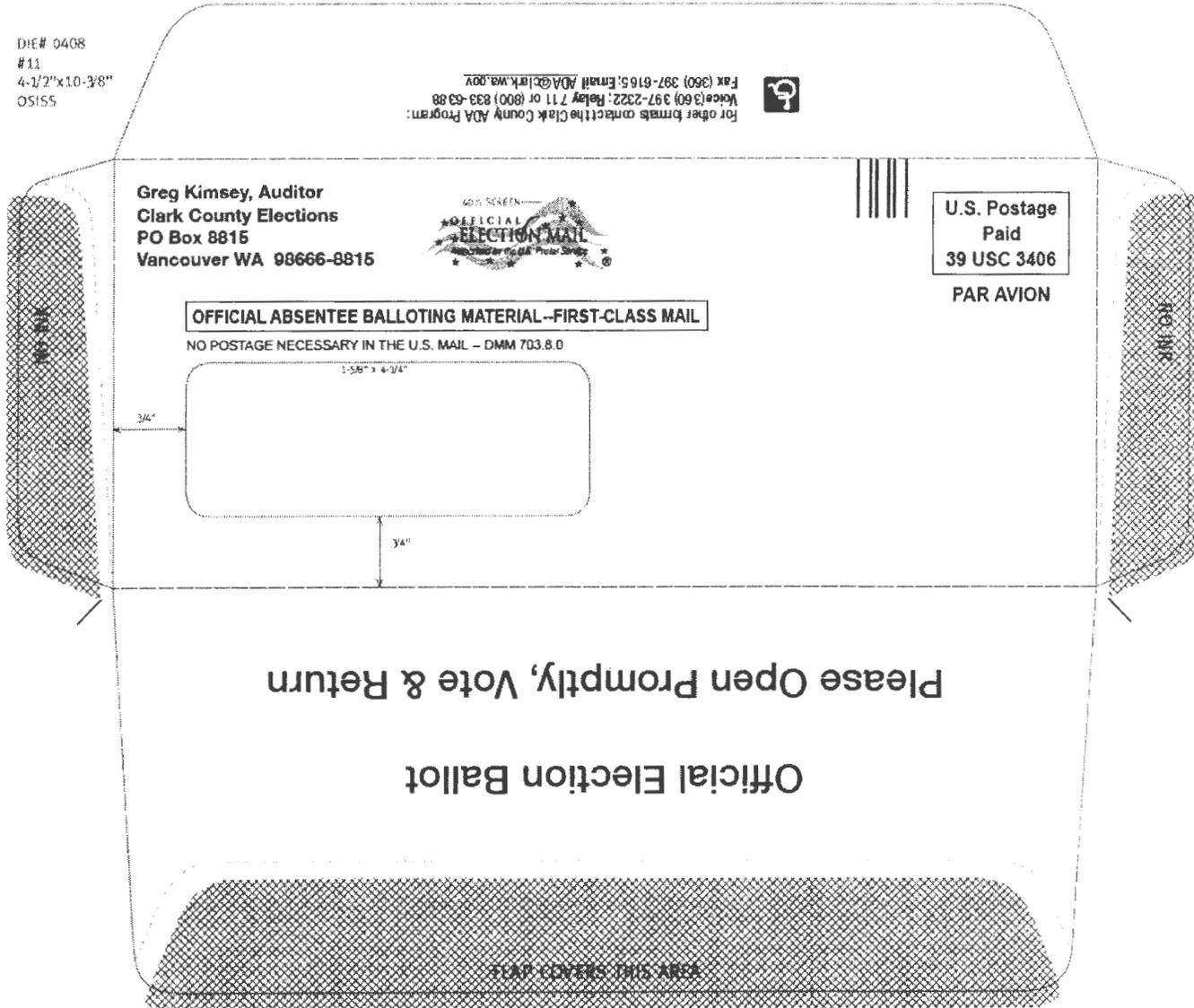
## Attachment F: Envelope 3 – Yellow Secrecy Envelope

**Request for Proposal # 705  
Ballot Envelope Design, Layout, Printing, Storage and Shipping**

9 STANDARD WEB  
1-1/4" FLAP  
10-1/8" ROLL



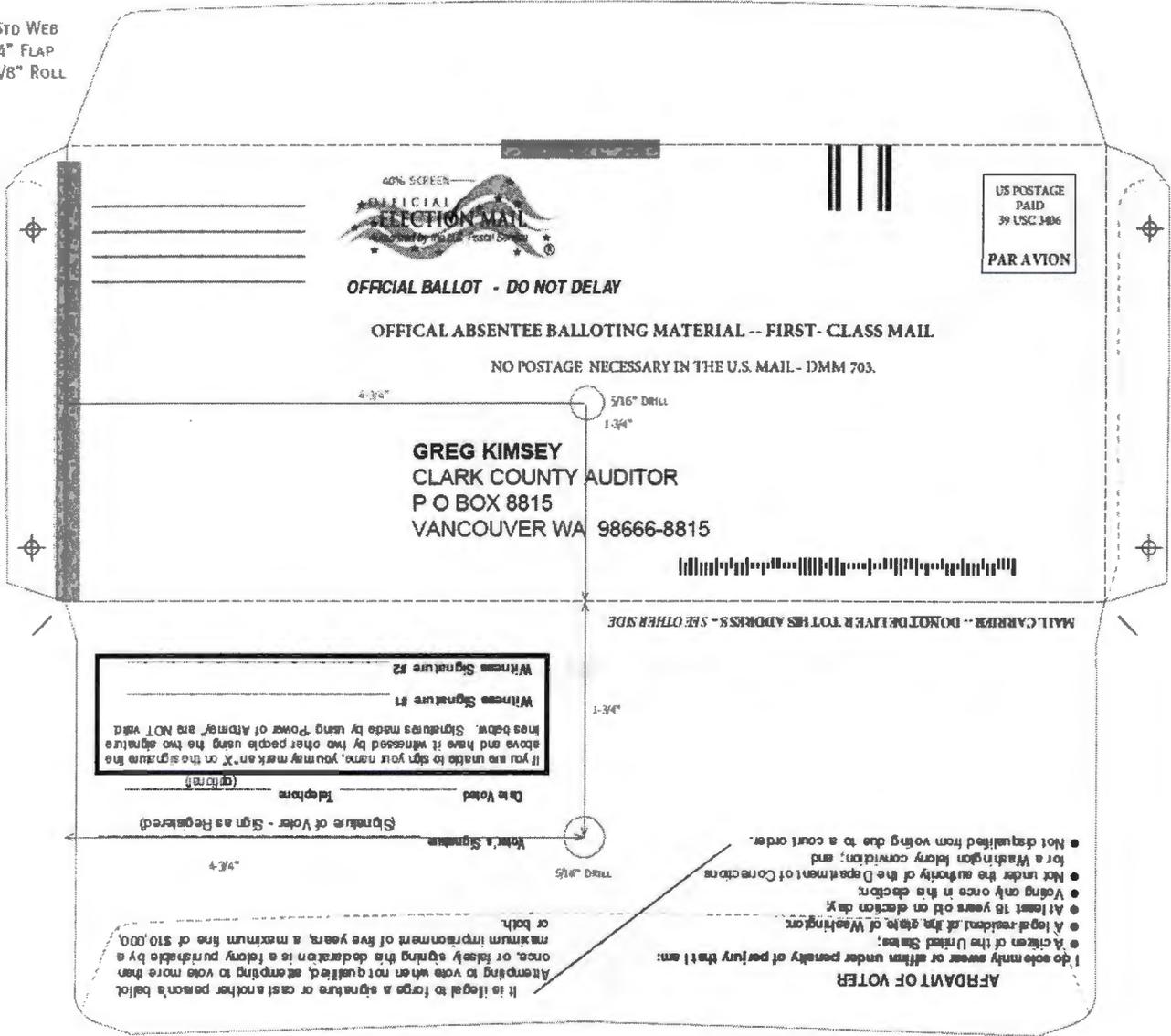
# Request for Proposal # 705 Ballot Envelope Design, Layout, Printing, Storage and Shipping



Attachment H: Envelope 5 – White Return Military Envelope w/ Green Stripe – Office Use

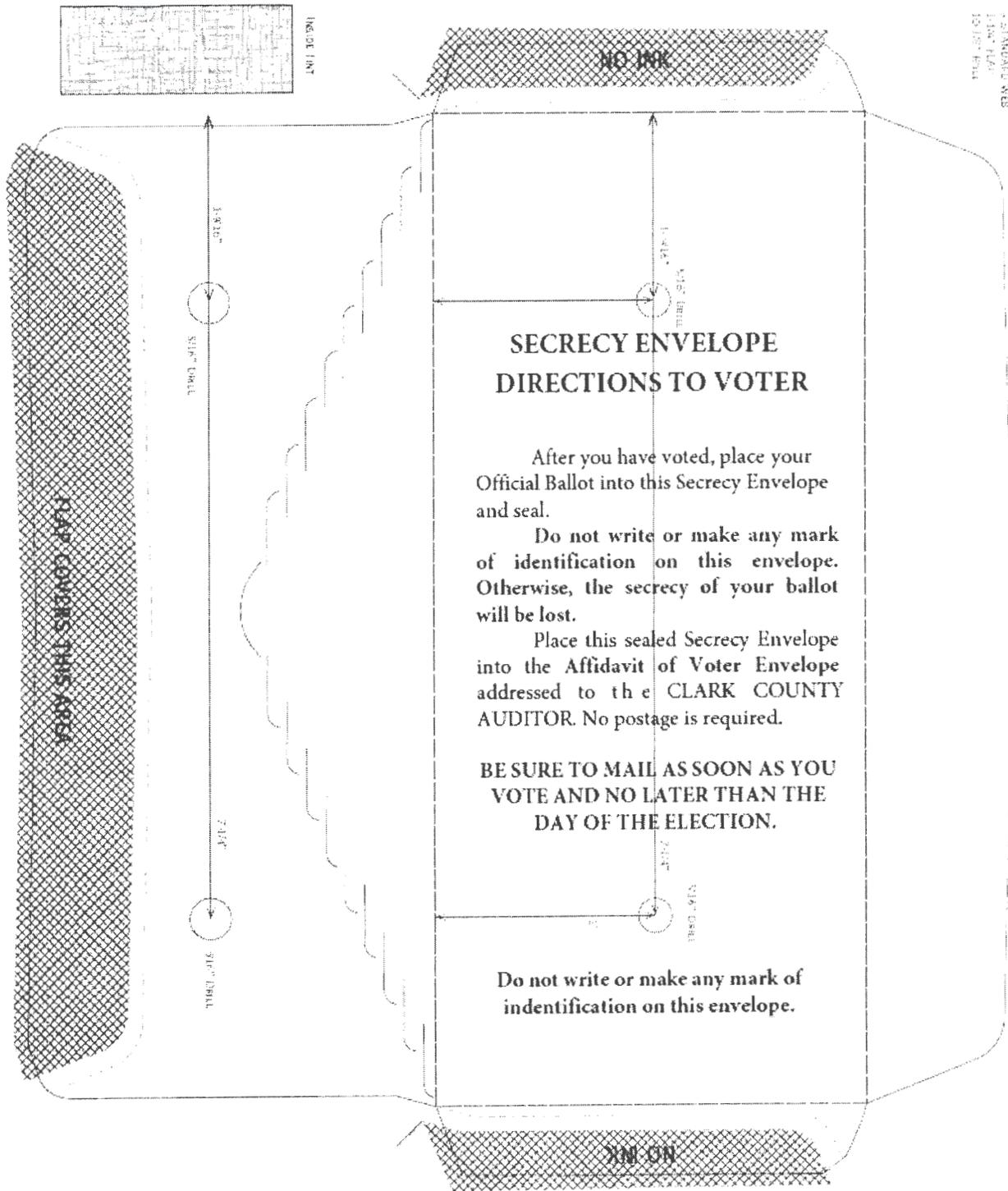
# Request for Proposal # 705 Ballot Envelope Design, Layout, Printing, Storage and Shipping

10 STD WEB  
1-1/4" FLAP  
10-5/8" ROLL



Attachment I: Envelope 6 – Yellow Secrecy Military Envelope – Office Use

**Request for Proposal # 705**  
**Ballot Envelope Design, Layout, Printing, Storage and Shipping**



# Cenveo

November 30, 2015

Clark County  
Office of Purchasing  
1300 Franklin Street, 6<sup>th</sup> Floor, Suite 650  
Vancouver, WA 98660

Clark County,

Cenveo is pleased to have the opportunity to present our response to your Request for Proposal #705, Ballot Envelope Design, Layout, Printing, Storage and Shipping. We are convinced, without reservation, that our capability, expertise and commitment to service precisely meet Clark County's expectations and needs.

As a partner of Cenveo, you will enjoy the benefits of working with an industry leading envelope manufacturing company, producing almost 1 billion envelopes per day utilizing our superior equipment base and services. With over 18 years of experience in the industry and many years of personal knowledge of your envelope account, I will be assigned to manage your envelope program. My office is located in our Clackamas, Oregon facility. I will be assisted by Erik Gullickson and Lori Weinke in customer service who have a combined 19 years' experience in the industry. I will be available at any time to come by to assist with any needs that you have and to assess and resolve any issues that may arise. I am also available via cell phone outside of normal business hours and Erik will also only be a phone call away. I am a member and trustee of the Greater Portland Postal Customer Council and work closely with the large area mailers and the United States Postal Service to stay current with any changes that will affect your envelopes and mailings. I will personally keep track of and maintain inventory of all items warehoused in our climate-controlled warehouse, working closely with employees in the elections division to order envelopes and arrange for deliveries from our warehouses.

No other competitor can offer the national, regional or local manufacturing platform we do, supported by a comprehensive disaster relief preparedness program. And, Cenveo takes sustainability very seriously and supports an aggressive policy regarding material recycling. In addition, we are continually investing in new technology and equipment to improve system efficiencies and reduce environmental emissions.

I look forward to a favorable response as you continue in your decision making process and feel free to contact me with any questions about this proposal.

Sincerely,



Dann Howell  
Account Executive, Cenveo

Request for Proposal # 705  
Ballot Envelope Design, Layout, Printing, Storage and Shipping

Attachment A COVER SHEET

General Information:

Legal Name of Applicant/Company/Agency CENVED, INC.  
Street Address 12160 SE Hwy 212 City CLACKAMAS State OR Zip 97015  
Contact Person DANN HOWELL Title ACCOUNT EXECUTIVE  
Phone 503-794-6224 Fax 503-654-1269  
Program Location (if different than above) \_\_\_\_\_ Email address dann.howell@cenved.com  
Tax Identification Number 84-1250534

**ADDENDUM:**  
Proposer shall insert number of each Addendum received. If no addendum received, please mark "NONE".  
No \_\_\_\_\_ Dated \_\_\_\_\_ No \_\_\_\_\_ Dated \_\_\_\_\_ No \_\_\_\_\_ Dated \_\_\_\_\_  
**NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.**

→ Does the proposal comply with the requirements contained within the RFP?  
A "No" response may disqualify the proposal from further consideration.  
 Yes  No

→ Did outside individuals or agencies assist with preparation of this proposal?  
 Yes  No (if yes, describe)\*\*

Total Funds Requested Under this Proposal \$ 54,728.13

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Councilors.

Dann Howell  
Signature, Administrator of Applicant Agency\*

11/30/15  
Date

1. Cover Sheet

This form is to be used as your proposal Cover Sheet  
See Cover Sheet - Attachment A

**RESPONSE: We have completed and included Attachment A.**

2. Project Team

Provide a staffing plan that demonstrates how professional staff will be made available to perform scheduled tasks for the Clark County Elections Office. Clearly outline the number of staff (permanent and temporary) that will be dedicated during a project. Describe the level of experience that permanent staff have. Describe a 5 year plan your firm will have in place to maintain/replace experienced permanent staff.

**RESPONSE: Cenveo employes over 100 full time employees at our Kent, WA manufacturing facility and another 10 full time employees at our Clackamas, OR printing facility. The Kent, WA facility is a 3-shift, 24 hour operation. The Clackamas, OR facility is a single shift, union operated plant. We have the ability to flex up or down our labor at any given point to ensure we make all of our customer's deadlines.**

The average experience of the staff in Kent, WA and Clackamas, OR stands at 22+ years with Cenveo or in the industry. We, by far, have the most tenured staff, the largest number of facilities of any envelope manufacturer in the United States. This means that you can be assured we will meet your tight deadlines and always have a back-up facility in case of any unforeseen natural disasters.

Cenveo is continually looking at ways to improve our production facilities to be more efficient and is currently going through a major increase in production capability in our Kent, WA facility. We are moving all of our commercial print equipment from Dean Street in Seattle, WA into the large Kent manufacturing location. This means we will have increased capability moving forward. This project should be completed by March 2016. We are currently sourcing for more operators and adjusters in Kent, WA and have no plans to downsize staff. We will have no problem meeting your deadlines for the next 5 years and beyond.

3. Management Approach

Provide a brief description of your firm's history and its capabilities related to envelope design and printing. Describe your firm's experience in handling election material. Describe your firm's philosophy towards providing quality service for high volume, deadline driven projects.

**RESPONSE: Cenveo is the largest envelope manufacturer in the United States. Cenveo manufactures one out of every 3.5 envelopes. Please see our website for more information ([www.cenveo.com/envelopes](http://www.cenveo.com/envelopes)). Last year we purchased and integrated our largest competitor, National Envelope into the Cenveo family. This has now increased our footprint and capability nationwide.**

**Cenveo was at the forefront of the evolution of the vote-by-mail election process and in the design of the envelopes used. In the Oregon/Washington area alone we have over seven Account Executives who specialize in election envelopes. Dann Howell is your Account Executive and is well versed in the election envelope design and manufacturing process.**

**The process for managing your account is streamlined and vitally important. Our Account Executives handle all of the design, quotations and specification management of your project. Assisting the account executives are several Customer Services Representatives. They ensure all the documentation is accurate and submit the orders to Scheduling. At the Kent, WA facility we have two premier Schedulers who work non-stop to ensure the plant is "balanced" in order to meet all of our customer's deadlines. Our production team, lead by Jeremy Boynton (41 years in the industry) has a stringent and effective set of quality control procedures in place to ensure that every order is manufactured and printed according to order specifications.**

#### **4. Respondent's Capabilities**

**Describe the location ballot envelopes will be printed. Describe your firm's capacity to store and stage the large quantities of supplies described in this RFP. Describe your capabilities to perform the contract over the next five (5) years (staffing, machine repair/replacement, storage etc.) Provide four samples of all six envelopes using the specs provide in section IB and using attachments D-I. Proposer may provide ballot envelope samples printed in black ink only or in appropriate colors. Proposer will not receive higher score by printing with color ink.**

**RESPONSE: The Kent, WA will manufacture and print the election envelopes for Clark County, WA. Cenveo has 17 additional envelope manufacturing facilities in the United States to ensure that you have backup in case of a natural disaster. Located at the Kent, WA facility are nine pieces of high speed envelope manufacturing equipment. We also have an additional four pieces of medium speed envelope manufacturing equipment. At the Kent, WA facility we also specialize in small, custom envelopes and Jet over-printing on made up envelopes.**

**The Kent, WA location also has tremendous warehouse space to ensure we have the appropriate amount of envelopes printed and packaged, ready to be distributed to Clack County. In addition to the warehouse space in Kent, WA we also have ample storage space available to you in Clackamas, OR. This would be the ideal location to store your product due to the proximity to Clark County, WA. Both locations offer secure and temperature controlled warehousing environments.**

**The capabilities of Cenveo will only grow in the next five years with our combination of the print and envelope facility. You can be confident that we will deliver on time throughout the**

**contract term.**

5. Project Approach and Understanding

Describe your firm's philosophy towards providing quality service for high volume, deadline driven projects. Describe how your firm will meet all requirements outlined in Sec IB(1-5).

**REPOSNE:** Cenveo will provide Clark County access to a renowned team of experts, starting with your Account Executive, Dann Howell. Dann has been an account executive for Cenveo since 1997 and has experience managing customers with large, time-sensitive projects. In fact, he has been working with county elections personnel for the tenure of his career with Cenveo. Backing up Dann are two of our best Customer Service Representatives, Lori Wienke and Erik Gullickson. They will ensure your orders are entered correctly and that everything is moving along in a timely manner. Once orders are entered the order will move into Graphics and then Scheduling. Once scheduled, the production operators will manufacture the envelopes required per the order. The envelopes will then be packaged and stored in the Kent, WA facility or sent down to the Clackamas, OR facility in order to be closer to Clark County. We will deliver the envelopes to Clark County on time based on the date and time you choose.

6. Proposed Cost

Complete Attachment C – Pricing Worksheet

**RESPONSE:** Completed and included with RFP response.

7. Employment Verification

**Please refer to section 1A.6. – e-Verify**

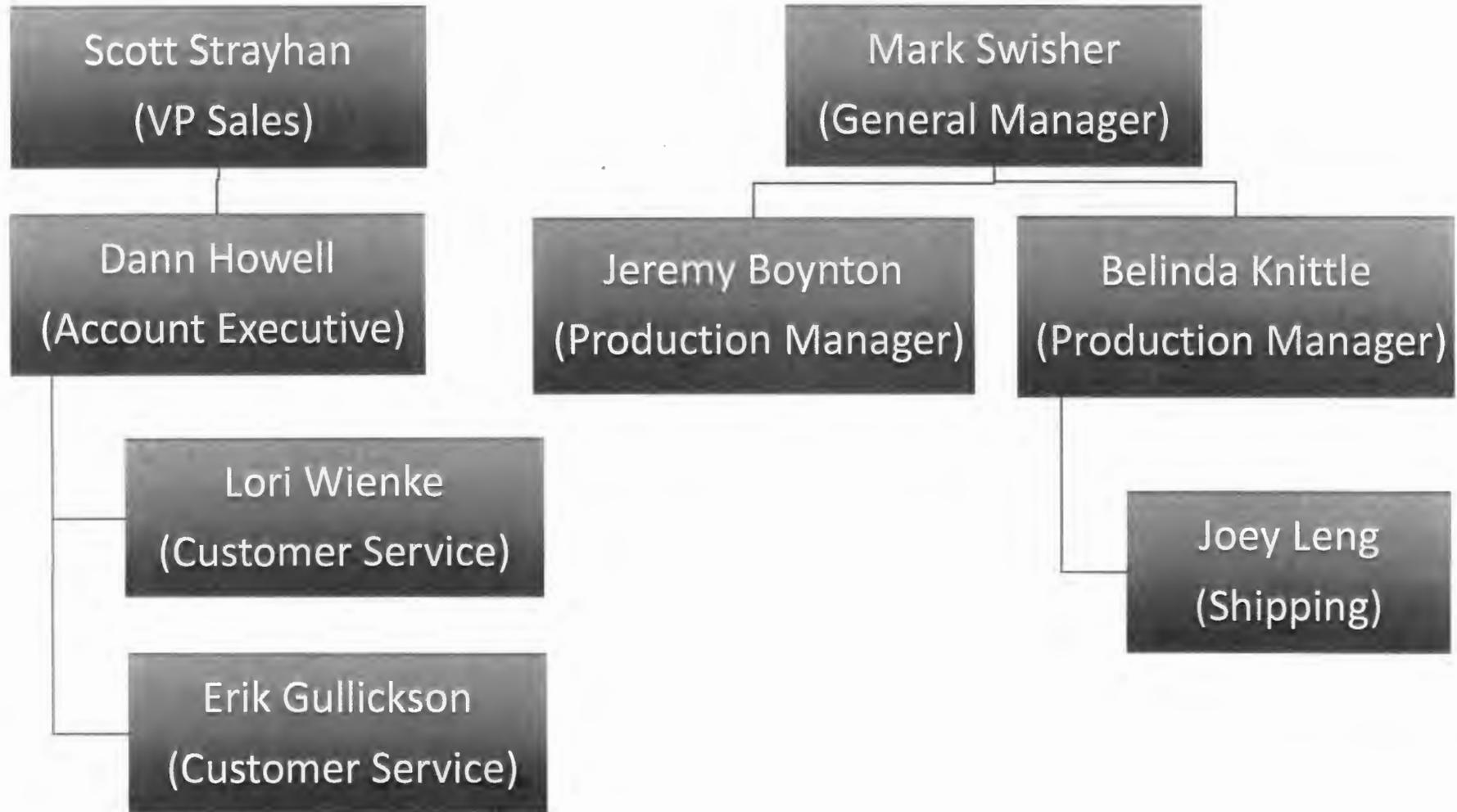
**IMPORTANT NOTE:** Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County.

Current vendors on file can be viewed at:

<http://www.clark.wa.gov/general-services/purchasing/documents/e-verifylog.pdf>

This should be submitted immediately **after the cover page**, so it's easy for Purchasing to find it immediately after opening as that will need to be done within 24 hours after closing the rfp.

# Key Cenveo Personnel



**Howell, Dann**

**From:** Cooper, Richard <Richard.Cooper@clark.wa.gov>  
**Sent:** Tuesday, December 01, 2015 4:04 PM  
**To:** Howell, Dann  
**Subject:** RFP #705 Ballot Envelope Design, Layout, Printing, Storage and Shipping.

Dann,  
 First of all thank you for responding to RFP.  
 Can you please update the pricing worksheet you filled out for the RFP.  
 I would really like to see the unit price for envelopes 4, 5 and 6 as if we were to order them stand-alone today.  
 I understand that ordering them stand-alone could be a big difference in price.  
 Thank you for taking time out of your busy schedule to get these quotes.  
 You may fill out the table attached and it will be added to your RFP.

Description	Est. Annual Qty.	Unit Price	Total
Envelope 1 – White Outgoing Envelope	1,100,000	\$18.50 /1000	\$20,350
Envelope 2 – White Return Envelope w/ Green Stripe	1,100,000	\$12.90 /1000	\$14,190
Envelope 3 – Yellow Security Envelope	1,100,000	\$13.88 /1000	\$15,268
Envelope 4 – White Outgoing Military Envelope – Office Use	15,000	\$74.39 /1000	\$1,115.85
Envelope 5 – White Return Military Envelope w/ Green Stripe – Office Use	15,000	\$71.56 /1000	\$1,163.40
Envelope 6 – Yellow Security Military Envelope – Office Use	15,000	\$51.88 /1000	\$778.20
Storage – Surplus set of envelopes (per pallet/year)	15 (rotating)	\$ /pallet	\$
One time set-up, typesetting & testing	1 lot	\$	\$

\* ITEMS # 4, 5 AND 6 ARE PRICED AS STAND-ALONE ORDERS FOR 15,000 EACH.

Sub-Total =	\$ 52,865.45
Freight =	\$0
8.4 % Sales Tax =	\$ 4,440.10
Total =	\$ 57,305.55

Thank you again,

Richard Cooper  
 Elections Coordinator  
 Clark County Elections  
 360-397-2345 ext 5176

This e-mail and related attachments and any response may be subject to public disclosure under state law.

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Request for Proposal # 705  
 Ballot Envelope Design, Layout, Printing, Storage and Shipping

Attachment C: PRICING WORKSHEET

Description	Est. Annual Qty.	Unit Price	Total
Envelope 1 – White Outgoing Envelope	1,100,000	\$ 18.50 /1000	\$ 20,350
Envelope 2 – White Return Envelope w/ Green Stripe	1,100,000	\$ 12.90 /1000	\$ 14,190
Envelope 3 – Yellow Security Envelope	1,100,000	\$ 13.88 /1000	\$ 15,268
Envelope 4 – White Outgoing Military Envelope – Office Use	15,000	\$ 18.50 /1000	\$ 277.50
Envelope 5 – White Return Military Envelope w/ Green Stripe – Office Use	15,000	\$ 12.90 /1000	\$ 193.50
Envelope 6 – Yellow Security Military Envelope – Office Use	15,000	\$ 13.88 /1000	\$ 208.20
Storage – Surplus set of envelopes (per pallet/year)	15 (rotating)	\$ /pallet	\$
One time set-up, typesetting & testing	1 lot	\$	\$
Sub-Total =			\$ 50,487.20
Freight =			\$
8.4 % Sales Tax =			\$ 4,240.93
Total =			\$ 54,728.13

\*Pricing for items #4,5,6 & 15 based on producing them in combination with large like-size orders. Stand-alone orders for 15,000 would need to be re-quoted at the time orders are placed.