



togetherforbetter

CLARK COUNTY, NEVADA

**CBE NO. 607380-24
ELECTION MAIL BALLOTS SERVICES**

RUNBECK ELECTION SERVICES, LLC.
NAME OF FIRM
Sonia Galloway, Director of Sales Western Region
DESIGNATED CONTACT, NAME AND TITLE (Please type or print)
2800 South 36 th Street Phoenix, Arizona 85034
ADDRESS OF FIRM INCLUDING CITY, STATE AND ZIP CODE
(602) 509-6715
(AREA CODE) AND TELEPHONE NUMBER
N/A
(AREA CODE) AND FAX NUMBER
sgalloway@runbeck.net
E-MAIL ADDRESS

607380-24
ELECTION MAIL BALLOTS SERVICES

This Contract is made and entered into this _____ day of _____ 2025, by and between CLARK COUNTY, NEVADA (hereinafter referred to as COUNTY), and RUNBECK ELECTION SERVICES, LLC (hereinafter referred to as PROVIDER), for ELECTION MAIL BALLOTS SERVICES hereinafter referred to as PROJECT).

WITNESSETH:

WHEREAS, PROVIDER has the personnel and resources necessary to accomplish the PROJECT within the required schedule and with a budget allowance not to exceed \$12,000,000, including all travel, lodging, meals and miscellaneous expenses; and

WHEREAS, PROVIDER has the required licenses and/or authorizations pursuant to all federal, State of Nevada and local laws in order to conduct business relative to this Contract.

NOW, THEREFORE, COUNTY and PROVIDER agree as follows:

SECTION I: TERM OF CONTRACT

COUNTY agrees to retain PROVIDER for the period from date of award through December 31, 2031, or until allocated budget is exhausted, whichever occurs first. During this period, PROVIDER agrees to provide services as required by COUNTY within the scope of this Contract.

SECTION II: COMPENSATION AND TERMS OF PAYMENT

A. Compensation

COUNTY agrees to pay PROVIDER for the performance of services described in the Scope of Work (Exhibit A) and in accordance with the fees therein for the not-to-exceed amount of \$12,000,000. COUNTY'S obligation to pay PROVIDER cannot exceed the not-to-exceed amount. It is expressly understood that the entire work defined in Exhibit A must be completed by PROVIDER and it shall be PROVIDER'S responsibility to ensure that hours and tasks are properly budgeted so the entire PROJECT is completed for the said fee.

B. Progress

PROVIDER will be entitled to periodic payments for work completed in accordance with the completion of tasks indicated in the Scope of Work (Exhibit A).

C. Terms of Payments

1. Each invoice received by COUNTY must include a Progress Report based on actual work performed to date in accordance with the completion of tasks indicated in Exhibit A, Scope of Work, Milestone/Deliverable Invoicing Schedule.
2. Payment of invoices will be made within thirty (30) calendar days after receipt of an accurate invoice that has been reviewed and approved by COUNTY.
3. COUNTY, at its discretion, may not approve or issue payment on invoices if PROVIDER fails to provide the following information required on each invoice:
 - a. The title of the PROJECT as stated in Exhibit A, Scope of Work, COUNTY'S Contract Number, Project Number, Purchase Order Number, Invoice Date, Invoice Period, Invoice Number, and the Payment Remittance Address.
 - b. A "BUDGET SUMMARY COMPARISON" which outlines the total amount PROVIDER was awarded, the amount expended to date, the current invoice amount, the total expenditures, and the remaining award balance must accompany all invoices.
 - c. COUNTY'S representative shall notify PROVIDER in writing within fourteen (14) calendar days of any disputed amount included on the invoice. PROVIDER must submit a new invoice for the undisputed amount which will be paid in accordance with paragraph C.2 above. Upon mutual resolution of the disputed amount PROVIDER will submit a new invoice for the agreed to amount and payment will be made in accordance with paragraph C.2 above.

4. No penalty will be imposed on COUNTY if COUNTY fails to pay PROVIDER within thirty (30) calendar days after receipt of a properly documented invoice, and COUNTY will receive no discount for payment within that period.
5. In the event that legal action is taken by COUNTY or PROVIDER based on a disputed payment, the prevailing party shall be entitled to reasonable attorneys' fees and costs subject to COUNTY'S available unencumbered budgeted appropriations for the PROJECT.
6. COUNTY shall subtract from any payment made to PROVIDER all damages, costs and expenses caused by PROVIDER'S negligence, resulting from or arising out of errors or omissions in PROVIDER'S work products, which have not been previously paid to PROVIDER.
7. COUNTY shall not provide payment on any invoice PROVIDER submits after six (6) months from the date PROVIDER performs services, provides deliverables, and/or meets milestones, as agreed upon in Exhibit A, Scope of Work.
8. Invoices shall be submitted to: Lorena Portillo, phone 702-455-0136, email: lpo@clarkcountynv.gov .
9. COUNTY offers electronic payment to all suppliers. Payments will be deposited directly into your bank account via the Automated Clearing House (ACH) network. PROVIDER will be provided information on how to enroll at time of award.

D. COUNTY'S Fiscal Limitations

1. The content of this section shall apply to the entire Contract and shall take precedence over any conflicting terms and conditions and shall limit COUNTY'S financial responsibility as indicated in Sections 2 and 3 below.
2. Notwithstanding any other provisions of this Contract, this Contract shall terminate and COUNTY'S obligations under it shall be extinguished at the end of the fiscal year in which COUNTY fails to appropriate monies for the ensuing fiscal year sufficient for the payment of all amounts which will then become due.
3. COUNTY'S total liability for all charges for services which may become due under this Contract is limited to the total maximum expenditure(s) authorized in COUNTY'S purchase order(s) to PROVIDER.

SECTION III: SCOPE OF WORK

Services to be performed by PROVIDER for the PROJECT shall consist of the work described in the Scope of Work as set forth in Exhibit A of this Contract.

SECTION IV: CHANGES TO SCOPE OF WORK

- A. COUNTY may at any time request changes within the general scope of this Contract and in the services or work to be performed. If such changes cause an increase or decrease in PROVIDER 'S cost or time required for performance of any services under this Contract, PROVIDER shall notify COUNTY in writing within thirty (30) calendar days from the date of receipt by PROVIDER of notification of change. An equitable adjustment limited to an amount within current unencumbered budgeted appropriations for the PROJECT shall be made and this Contract shall be amended in writing accordingly.
- B. No services for which an additional compensation will be charged by PROVIDER shall be furnished without the written authorization of COUNTY.

SECTION V: RESPONSIBILITY OF PROVIDER

- A. It is understood that in the performance of the services herein provided for, PROVIDER shall be, and is, an independent contractor, and is not an agent, representative or employee of COUNTY and shall furnish such services in its own manner and method except as required by this Contract. Further, PROVIDER has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons employed by PROVIDER in the performance of the services hereunder. PROVIDER shall be solely responsible for, and shall indemnify, defend and hold COUNTY harmless from all matters relating to the payment of its employees, including compliance with social security, withholding and all other wages, salaries, benefits, taxes, demands, and regulations of any nature whatsoever.
- B. PROVIDER shall appoint a Manager, upon written acceptance by COUNTY, who will manage the performance of services. All of the services specified by this Contract shall be performed by the Manager, or by PROVIDER'S associates and employees under the personal supervision of the Manager. Should the Manager, or any employee of PROVIDER be unable to complete his or her responsibility for any reason, PROVIDER must obtain written approval by COUNTY prior to replacing him or her with

another equally qualified person. If PROVIDER fails to make a required replacement within thirty (30) calendar days, COUNTY may terminate this Contract for default.

- C. PROVIDER has, or shall, retain such employees as it may need to perform the services required by this Contract. Such employees shall not be employed by COUNTY.
- D. PROVIDER agrees that its officers and employees shall cooperate with COUNTY in the performance of services under this Contract and shall be available for consultation with COUNTY at such reasonable times with advance notice as to not conflict with their other responsibilities.
- E. PROVIDER shall follow COUNTY'S standard procedures as followed by COUNTY'S staff in regard to programming changes; testing; change control; and other similar activities.
- F. PROVIDER shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all services furnished by PROVIDER, its subcontractors and its and their principals, officers, employees and agents under this Contract. In performing the specified services, PROVIDER shall follow practices consistent with generally accepted professional and technical standards.
- G. It shall be the duty of PROVIDER to assure that all products of its effort are technically sound and in conformance with all pertinent Federal, State and Local statutes, codes, ordinances, resolutions and other regulations. PROVIDER will not produce a work product which violates or infringes on any copyright or patent rights. PROVIDER shall, without additional compensation, correct or revise any errors or omissions in its work products.
 - 1. Permitted or required approval by COUNTY of any products or services furnished by PROVIDER shall not in any way relieve PROVIDER of responsibility for the professional and technical accuracy and adequacy of its work.
 - 2. COUNTY's review, approval, acceptance, or payment for any of PROVIDER'S services herein shall not be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and PROVIDER shall be and remain liable in accordance with the terms of this Contract and applicable law for all damages to COUNTY caused by PROVIDER'S performance or failures to perform under this Contract.
- H. All materials, information, and documents, whether finished, unfinished, drafted, developed, prepared, completed, or acquired by PROVIDER for COUNTY relating to the services to be performed hereunder and not otherwise used or useful in connection with services previously rendered, or services to be rendered, by PROVIDER to parties other than COUNTY shall become the property of COUNTY and shall be delivered to COUNTY'S representative upon completion or termination of this Contract, whichever comes first. PROVIDER shall not be liable for damages, claims, and losses arising out of any reuse of any work products on any other project conducted by COUNTY. COUNTY shall have the right to reproduce all documentation supplied pursuant to this Contract.
- I. The rights and remedies of COUNTY provided for under this section are in addition to any other rights and remedies provided by law or under other sections of this Contract.

SECTION VI: SUBCONTRACTS

- A. Services specified by this Contract shall not be subcontracted by PROVIDER, without prior written approval of COUNTY.
- B. Approval by COUNTY of PROVIDER 'S request to subcontract, or acceptance of, or payment for, subcontracted work by COUNTY shall not in any way relieve PROVIDER of responsibility for the professional and technical accuracy and adequacy of the work. PROVIDER is liable for all damages to COUNTY caused by negligent performance or non-performance of work under this Contract by PROVIDER'S subcontractor or its sub-subcontractor.
- C. The compensation due under Section II shall not be affected by COUNTY'S approval of PROVIDER'S request to subcontract.

SECTION VII: RESPONSIBILITY OF COUNTY

- A. COUNTY agrees that its officers and employees will cooperate with PROVIDER in the performance of services under this Contract and will be available for consultation with PROVIDER at such reasonable times with advance notice as to not conflict with their other responsibilities.

- B. The services performed by PROVIDER under this Contract shall be subject to review for compliance with the terms of this Contract by COUNTY'S representative Lorena Portillo, telephone number (702) 455-0136 or their designee. COUNTY'S representative may delegate any or all of his responsibilities under this Contract to appropriate staff members and will inform PROVIDER by written notice before the effective date of each such delegation.
- C. The review comments of COUNTY'S representative may be reported in writing as needed to PROVIDER. It is understood that COUNTY'S representative's review comments do not relieve PROVIDER from the responsibility for the professional and technical accuracy of all work delivered under this Contract.
- D. COUNTY will assist PROVIDER in obtaining data on documents from public officers or agencies, and from private citizens and/or business firms, whenever such material is necessary for the completion of the services specified by this Contract.
- E. PROVIDER will not be responsible for accuracy of information or data supplied by COUNTY or other sources to the extent such information or data would be relied upon by a reasonably prudent PROVIDER.

SECTION VIII: TIME SCHEDULE

- A. Time is of the essence of this Contract.
- B. If PROVIDER'S performance of services is delayed or if PROVIDER'S sequence of tasks is changed, PROVIDER shall notify COUNTY'S representative in writing of the reasons for the delay and prepare a revised schedule for performance of services. The revised schedule is subject to COUNTY'S written approval.

SECTION IX: SUSPENSION AND TERMINATION

A. Suspension

COUNTY may suspend performance by PROVIDER under this Contract for such period of time as COUNTY, at its sole discretion, may prescribe by providing written notice to PROVIDER at least ten (10) business days prior to the date on which COUNTY wishes to suspend. Upon such suspension, COUNTY will pay PROVIDER its compensation, based on the percentage of the PROJECT completed and earned until the effective date of suspension, less all previous payments. PROVIDER shall not perform further work under this Contract after the effective date of suspension until receipt of written notice from COUNTY to resume performance. In the event COUNTY suspends performance by PROVIDER for any cause other than the error or omission of the PROVIDER, for an aggregate period in excess of thirty (30) business days, PROVIDER shall be entitled to an equitable adjustment of the compensation payable to PROVIDER under this Contract to reimburse PROVIDER for additional costs occasioned as a result of such suspension of performance by COUNTY based on appropriated funds and approval by COUNTY.

B. Termination

- 1. This Contract may be terminated in whole or in part by either party in the event of substantial failure or default of the other party to fulfill its obligations under this Contract through no fault of the terminating party; but only after the other party is given:
 - a. the opportunity to cure;
 - b. not less than ten (10) calendar days written notice of intent to terminate; and
 - c. an opportunity for consultation with the terminating party prior to termination.
- 2. Termination for Convenience
 - a. This Contract may be terminated in whole or in part by COUNTY for its convenience; but only after PROVIDER is given:
 - i. not less than ten (10) calendar days written notice of intent to terminate; and
 - ii. an opportunity for consultation with COUNTY prior to termination.
 - b. If termination is for COUNTY'S convenience, COUNTY will pay PROVIDER that portion of the compensation which has been earned as of the effective date of termination but no amount will be allowed for anticipated profit on performed or unperformed services or other work.

3. Termination for Default

- a. If termination for substantial failure or default is effected by COUNTY, COUNTY will pay PROVIDER that portion of the compensation which has been earned as of the effective date of termination but:
 - i. No amount will be allowed for anticipated profit on performed or unperformed services or other work; and
 - ii. Any payment due to PROVIDER at the time of termination may be adjusted to the extent of any additional costs occasioned to COUNTY by reason of PROVIDER'S default.
- b. Upon receipt or delivery by PROVIDER of a termination notice, PROVIDER shall promptly discontinue all services affected (unless the notice directs otherwise) and deliver or otherwise make available to COUNTY'S representative, copies of all deliverables as provided in Section V, paragraph H.
- c. If after termination for failure of PROVIDER to fulfill contractual obligations it is determined that PROVIDER has not so failed, the termination shall be deemed to have been effected for the convenience of COUNTY.

4. Upon termination, COUNTY may take over the work and execute the same to completion by agreement with another party or otherwise. In the event PROVIDER shall cease conducting business, COUNTY will have the right to make an unsolicited offer of employment to any employees of PROVIDER assigned to the performance of this Contract.

5. The rights and remedies of COUNTY and PROVIDER provided in this section are in addition to any other rights and remedies provided by law or under this Contract.

6. Neither party shall be considered in default in the performance of its obligations hereunder, nor any of them, to the extent that performance of such obligations, nor any of them, is prevented or delayed by any cause, existing or future, which is beyond the reasonable control of such party. Delays arising from the actions or inactions of one or more of PROVIDER'S principals, officers, employees, agents, subcontractors, vendors or suppliers are expressly recognized to be within PROVIDER'S control.

SECTION XI: NOTICES

Any notice required to be given hereunder shall be deemed to have been given when received by the party to whom it is directed by personal service, hand delivery, certified U.S. mail, return receipt requested or facsimile, at the following addresses:

TO COUNTY: Clark County
500 S. Grand Central Pkwy
Las Vegas, NV 89155
Attn: Lorena S. Portillo

TO PROVIDER: Runbeck Election Services, LLC
2800 S. 36th Street
Phoenix, AZ 85034
Attn: Rizwan Fidai

SECTION XII: MISCELLANEOUS

A. Independent Contractor

PROVIDER acknowledges that PROVIDER and any subcontractors, agents or employees employed by PROVIDER shall not, under any circumstances, be considered employees of COUNTY, and that they shall not be entitled to any of the benefits or rights afforded employees of COUNTY, including, but not limited to, sick leave, vacation leave, holiday pay, Public Employees Retirement System benefits, or health, life, dental, long-term disability or workers' compensation insurance benefits. COUNTY will not provide or pay for any liability or medical insurance, retirement contributions or any other benefits for or on behalf of PROVIDER or any of its officers, employees or other agents.

B. Immigration Reform and Control Act

In accordance with the Immigration Reform and Control Act of 1986, PROVIDER agrees that it will verify the identity and employment eligibility of anyone employed under this Contract.

C. Non-Discrimination/Public Funds

The Board of County Commissioners (BCC) is committed to promoting full and equal business opportunity for all persons doing business in Clark County. PROVIDER acknowledges that COUNTY has an obligation to ensure that public funds are not used to subsidize private discrimination. PROVIDER recognizes that if they or their subcontractors are found guilty by an appropriate authority of refusing to hire or do business with an individual or company due to reasons of race, color, religion, sex, sexual orientation, gender identity or gender expression, age, disability, national origin, or any other protected status, COUNTY may declare PROVIDER in breach of the Contract, terminate the Contract, and designate PROVIDER as non-responsible.

D. Assignment

Any attempt by PROVIDER to assign or otherwise transfer any interest in this Contract without the prior written consent of COUNTY shall be void.

E. Indemnity

PROVIDER does hereby agree to defend, indemnify, and hold harmless COUNTY and their employees, officers and agents of COUNTY from any liabilities, damages, losses, claims, actions or proceedings, including, without limitation, reasonable attorneys' fees, that are caused by the negligence, errors, omissions, recklessness or intentional misconduct of PROVIDER or the employees or agents of PROVIDER in the performance of this Contract.

F. Governing Law

Nevada law shall govern the interpretation of this Contract.

G. Gratuities

1. COUNTY may, by written notice to PROVIDER, terminate this Contract if it is found after notice and hearing by COUNTY that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by PROVIDER or any agent or representative of PROVIDER to any officer or employee of COUNTY with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending or making of any determinations with respect to the performance of this Contract.
2. In the event this Contract is terminated as provided in Paragraph 1 hereof, COUNTY shall be entitled:
 - a. to pursue the same remedies against PROVIDER as it could pursue in the event of a breach of this Contract by PROVIDER; and
 - b. as a penalty in addition to any other damages to which it may be entitled by law, to exemplary damages in an amount (as determined by COUNTY) which shall be not less than three (3) nor more than ten (10) times the costs incurred by PROVIDER in providing any such gratuities to any such officer or employee.
3. The rights and remedies of COUNTY provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

H. Audits

The performance of this Contract by PROVIDER is subject to review by COUNTY to ensure contract compliance. PROVIDER agrees to provide COUNTY any and all information requested that relates to the performance of this Contract. All requests for information will be in writing to PROVIDER. Time is of the essence during the audit process. Failure to provide the information requested within the timeline provided in the written information request may be considered a material breach of Contract and be cause for suspension and/or termination of the Contract.

I. Covenant

PROVIDER covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. PROVIDER further covenants, to its knowledge and ability, that in the performance of said services no person having any such interest shall be employed.

J. Confidential Treatment of Information

PROVIDER shall preserve in strict confidence any information obtained, assembled or prepared in connection with the performance of this Contract.

K. ADA Requirements

All work performed or services rendered by PROVIDER shall comply with the Americans with Disabilities Act standards adopted by Clark County. All facilities built prior to January 26, 1992 must comply with the Uniform Federal Accessibility Standards; and all facilities completed after January 26, 1992 must comply with the Americans with Disabilities Act Accessibility Guidelines.

L. Subcontractor Information

PROVIDER shall provide a list of the Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Physically-Challenged Business Enterprise (PBE), Small Business Enterprise (SBE), Veteran Business Enterprise (VET), Disabled Veteran Business Enterprise (DVET), and Emerging Small Business Enterprise (ESB) subcontractors for this Contract utilizing the attached format (Exhibit B). The information provided in Exhibit B by PROVIDER is for COUNTY'S information only.

M. Disclosure of Ownership Form

PROVIDER agrees to provide the information on the attached Disclosure of Ownership/Principals form prior to any contract and/or contract amendment to be awarded by the Board of County Commissioners.

N. Authority

COUNTY is bound only by COUNTY agents acting within the actual scope of their authority. COUNTY is not bound by actions of one who has apparent authority to act for COUNTY. The acts of COUNTY agents which exceed their contracting authority do not bind COUNTY.

O. Force Majeure

PROVIDER shall be excused from performance hereunder during the time and to the extent that it is prevented from obtaining, delivering, or performing, by acts of God, fire, war, loss or shortage of transportation facilities, lockout or commandeering of raw materials, products, plants or facilities by the government. PROVIDER shall provide COUNTY satisfactory evidence that nonperformance is due to cause other than fault or negligence on its part.

P. Severability

If any terms or provisions of Contract shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of Contract shall remain in full force and effect.

Q. Non-Endorsement

As a result of the selection of PROVIDER to supply goods or services, COUNTY is neither endorsing nor suggesting that PROVIDER'S service is the best or only solution. PROVIDER agrees to make no reference to COUNTY in any literature, promotional material, brochures, sales presentations, or the like, without the express written consent of COUNTY.

R. Public Records

COUNTY is a public agency as defined by state law, and as such, is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under the law, all of COUNTY'S records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. All Contract documents are available for review following the award of the Contract.

S. Companies that Boycott Israel

PROVIDER certifies that, at the time it signed this Contract, it was not engaged in, and agrees for the duration of the Contract, not to engage in, a boycott of Israel. Boycott of Israel means, refusing to deal or conduct business with, abstaining from dealing or conducting business with, terminating business or business activities with or performing any other action that is intended to limit commercial relations with Israel; or a person or entity doing business in Israel or in territories controlled by Israel, if such an action is taken in a manner that discriminates on the basis of nationality, national origin or religion. It does not include an action which is based on a bona fide business or economic reason; is taken pursuant to a boycott against a public entity of Israel if the boycott is applied in a nondiscriminatory manner; or is taken in compliance with or adherence to calls for a boycott of Israel if that action is authorized in 50 U.S.C. § 4607 or any other federal or state law.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed the day and year first above written.

COUNTY:

CLARK COUNTY, NEVADA

By: _____
JESSICA COLVIN
Chief Financial Officer

DATE

PROVIDER:

RUNBECK ELECTION SERVICES, LLC

By:  _____
RIZWAN FIDAI
Chief Revenue Officer

3/25/2025

DATE

APPROVED AS TO FORM:

STEVEN B. WOLFSON
District Attorney

By: *Sarah Schaerrer*
[Sarah Schaerrer \(Apr 8, 2025 09:01 PDT\)](#)
SARAH SCHAERRER
Deputy District Attorney

04/08/2025
DATE

**EXHIBIT A
ELECTION MAIL BALLOTS SERVICES
SCOPE OF WORK**

PROVIDER RESPONSIBILITIES

1. Utilize Clark County's electronic voter export file for envelope addressing requirements. The file will be exported from the VR database into a text format. A mail file mapping layout documenting the fields in each record and also examples with voter information will be provided. The database identifies the appropriate precinct/district (ballot) style for each vote by-mail.
2. Evaluate address standardization and conformity per USPS - Coding Accuracy Support System (CASS) requirements in order to achieve the lowest non-profit bulk rate available.
3. Exercise adequate quality control measures to ensure the delivery of the correct ballot style and appropriate precinct to each vote-by-mail and mail ballot voter.
4. Provide quality control documentation to the Clark County Office of Elections and permit "on sight" inspections of quality controls and processes during printing and inserting of materials.
5. Provide the Clark County Office of Elections proofs of the official ballot art, one per ballot type-style or per precinct, following with one per precinct for approval prior to printing. The proof ballot shall be imprinted with a PROOF watermark to differentiate them from the official ballots. Shipping charges of any proofs (ballots, sample ballots, envelopes, inserts) are assessed to the County.
6. Receive confirmation of approval from Clark County Office of Elections prior to proceeding with envelope printing for the mail ballot packet.
7. Print and fold all official vote-by-mail and mail ballots by precinct per mail files. Assemble the appropriate ballot packet for each individual vote-by-mail and mail ballot voter and insert the following items into the outgoing mail-in ballot envelope: official ballot, insertion materials, and appropriate reply mail envelope. Preprint the individual vote-by-mail voter's name and address information and information required by the US Postal service in order to mail the mail ballot packet. Tender all ballots to the U.S. Postal as requested by statutory deadlines.
8. Provide the Clark County Office of Elections postage estimates for the mailing of mail ballot packets.
9. Prepare a mail ballot packet. Each packet shall be mailed using the most cost-effective means available. Each mail ballot packet shall be comprised of the following items (subject to changes by County): Outgoing envelope packet is properly addressed by ink jetting the address of each voter onto the CRM; Official ballot; Insertions materials/Voter instructions; and appropriate reply mail envelope.
10. Comply with all specifications for ballot printing and must conform to the manufacturer's specifications.
11. Print official ballots with a barcode on ballot or on stub depending on the Clark County Office of Elections preference.
12. Deliver and tender mail ballot packets to the local General Mail Facility (GMF).
13. Print additional official ballots for the Clark County Office of Elections if ordered "in office" use by precinct. The Clark County Office of Elections will determine quantities at the time of ordering. Print outgoing envelopes, insertion materials/voter instructions, and courtesy reply envelopes. The Clark County Office of Elections will determine quantities at the time of ordering.
14. Pack all official ballots by location, by precinct in order to facilitate inventory and retrieval. Shipping containers shall be labeled to identify contents. Labeling information must include: "Official Ballots", location, precinct number, and ballot style of contents. Packing information must accompany ballots. Packing specifications will be determined at the time of order.
15. Deliver all test ballots by precinct style. The test ballot shall be imprinted with a TEST watermark to differentiate them from the official ballots.
16. Exercise adequate quality control measures to ensure the delivery of the correct ballot style and appropriate precinct booklet to each voter receiving a sample ballot.

17. If applicable, utilize Clark County's electronic voter export file for envelope addressing requirements. The file will be exported from the VR database into a text format. A file layout documenting the fields in each record will be provided. The database identifies the appropriate precinct/district style for each sample ballot.
18. If applicable, provide the Clark County Office of Elections PDF images of official ballot art after produced for the sample ballot booklet.
19. If applicable, provide confirmation of approval to Clark County Office of Elections prior to proceeding with variable data printing on sample ballot (layout and voter data information).
20. If applicable, provide the Clark County Office of Elections postage estimates for the mailing of sample ballot booklets.
21. If applicable, prepare a sample ballot booklet and comply with County print job specifications. Each booklet shall be mailed using the most cost-effective means available. Each sample ballot shall be comprised of the following items (subject to changes by County): Cover properly addressed to each voter and sample ballot/copy of official ballot.
22. The Clark County Office of Elections will determine sample ballot booklet quantities at the time of ordering.
23. Print additional sample ballot booklets for County's "in office" use by ballot style. The Clark County Office of Elections will determine quantities at the time of ordering.
24. If the County is delayed in delivery with necessary information, or files or artwork to Runbeck, per the agreed schedule, Runbeck will need to extend its delivery dates accordingly.
25. In the event a product or service is not fully defined in the Scope of Work for sample ballot printing, ballot printing, insertion and mailing services or a new product or service is requested by the County from Runbeck, Runbeck will submit a quote to the County for such request. Only when the County agrees to proceed, is when execution of the quote will occur.

COMPENSATION

Current Primary Election Cost

1,415,000	Secrecy Sleeve W/ "I Voted Sticker" (3-Versions) REVISED 4-Color CMYK	\$ 0.12	\$169,800.00
100,000	1/2 Sheet Inserts (15-Versions)	\$ 0.12	\$ 12,000.00
1,415,000	Mail Drop Off Insert (3-Versions) ***REVISED from a 6-pgr to a 12pgr.***	\$ 0.18	\$254,700.00
1,415,000	Informational Insert (3-Versions)	\$ 0.07	\$ 99,050.00
1,425,000	Carrier Envelopes	\$ 0.12	\$171,000.00
1,425,000	Reply Envelopes -	\$ 0.10	\$142,500.00
1,425,000	Ballot Per Card (11-14"@ \$.27)(18" @\$.29)(22" @\$.29)	\$ 0.29	\$413,250.00
1	Art/Set-up	\$ 3,500.00	\$ 3,500.00
1	Database Set-up	\$ 3,500.00	\$ 3,500.00
1,425,000	Insertion of voter packet	\$ 0.24	\$342,000.00
1,425,000	Insertion beyond (3) pieces (\$.01 per addtl piece) Main File will have 5-pieces inserting	\$ 0.02	\$ 28,500.00
100,000	Insertion beyond (3) pieces (\$.01 per addtl piece) Supp File will have 6-pieces inserting	\$ 0.03	\$ 3,000.00
	Clark responsible for all Standard Shipping to County or local Post Office		\$ -
	Clark responsible for applicable taxes		\$ -

	Quote - for Inserting 100,000 Office Packets		\$ -
100,000	Secrecy Sleeve W/ "I Voted Sticker" (3-Versions) REVISED 4-Color CMYK	\$ 0.12	\$ 12,000.00
100,000	Mail Drop Off Insert (3-Versions) ***REVISED from a 6-pgr to a 12pgr.***	\$ 0.18	\$ 18,000.00
100,000	Informational Insert (3-Versions)	\$ 0.07	\$ 7,000.00
100,000	Carrier Envelopes	\$ 0.12	\$ 12,000.00
100,000	Ballot Per Card (11-14"@ \$.27)(18"@ \$.29)(22"@ \$.29)	\$ 0.29	\$ 29,000.00
100,000	Insertion of voter packet	\$ 0.24	\$ 24,000.00
100,000	Insertion beyond (3) pieces (\$.01 per addtl piece) will have 4-pieces inserting 'Ballot, Secrecy Sleeve, Mail Drop, & Information Inserts)	\$ 0.01	\$ 1,000.00
			\$ 1,745,800

PRICE LIST FOR SERVICES

Description	Unit Price
Secrecy Sleeve W/ "I Voted Sticker" (3-Versions) REVISED 4-Color CMYK	\$ 0.12
1/2 Sheet Inserts (15-Versions)	\$ 0.12
Mail Drop Off Insert (3-Versions) ***REVISED from a 6-pgr to a 12pgr.***	\$ 0.18
Informational Insert (3-Versions)	\$ 0.07
Carrier Envelopes	\$ 0.12
Reply Envelopes -	\$ 0.10
Ballot Per Card (11-14" @ \$.27)(18" @ \$.29)(22" @ \$.29)	\$ 0.29
Art/Set-up	\$ 3,500.00
Database Set-up	\$ 3,500.00
Insertion of voter packet	\$ 0.24
Insertion beyond (3) pieces (\$.01 per addtl piece) Main File will have 5-pieces inserting	\$ 0.02
Insertion beyond (3) pieces (\$.01 per addtl piece) Supp File will have 6-pieces inserting	\$ 0.03
Clark responsible for all Standard Shipping to County or local Post Office	-----
Clark responsible for applicable taxes	-----

Description: Ballot Printing –

- 11" Ballot = \$.27 per ballot card
- 14" Ballot = \$.27 per ballot card
- 18" Ballot = \$.28 per ballot card
- 22" Ballot = \$.29 per ballot card
- Test Decks Pre-filled = Same as above
- Supplemental Order = Included. No additional Set-up charge
- Art/Set-up Production = \$3,500
- Database Set-up = \$3,500
- Standard ground shipping to Clark County = Actual shipping cost
- The city is responsible for applicable taxes

Description: Outgoing Process

- Insertion Absentee Voter Packet = \$.24 per packet
- Insertion beyond (3) pieces = \$.01 per additional piece
- Supplemental Mailings (Post E-29) = Included. No additional Set-up charge
- Election Set-up = \$3,500
- Mailing Services = Included
- USPS Mailing Coordination = Included
- USPS Mailing Statements = Included
- Standard ground shipping if presented in Phoenix USPS = Included
- Standard ground shipping if presented in Clark County USPS = Actual shipping cost
- Postage = Actual USPS Automation rates

Description: Envelopes/Inserts (Approximate order quantity 1.5 million)

- Outgoing 6 1/8 X 9 7/8" White Envelope 2 color = \$.12 per envelope
- Reply 5 7/8" x 9 1/8" White Envelope 3 color = \$.10 per envelope
- Mail Drop Off Insert 25 1/2" x 11" folded to 5 1/2" x 8 1/2" 1 color = \$.09 each
- Secrecy Sleeve Instructions w/sticker 8 1/2" x 14" folds to 8 1/2" x 5 13/16" = \$.12 each
- ID Required half sheet 8 1/2" x 5 1/2" 1-color 30,000 = \$.12 each
- USPS Mail Piece Consult and Design = Included
- Initial Envelope Composition = Included
- Changes to Composition = Included
- Boxing and packaging of ballots shipping to the County is an additional \$0.06 per ballot

Description: Ballot Tracking:

1. **Provide Clark County Office of Elections with a dashboard for tracking mail ballot packets showing when they are sent to the United States Postal Service and display updated statuses from the United States Postal Service.**
2. **Provider will provide reports that include data such as the mail pieces count by date, cumulative totals, and percentages.**
3. **Provider will provide the ability to research individual mail pieces to track their status.**

Product Description	UOM	QTY	Price
PackeTrak - Software as a Service	Per Year	1	\$5,000.00
PackeTrak – Election Set Up Fees (Per Election Set Up Fee)	Each Election	1	\$1,500.00
PackeTrak – Printing Fees - Roundtrip (Per Pack Fee at \$0.06) Estimated Cost based on Registered Voters**	Each	1,400,000.00	\$ 0.06
TOTAL			\$90,500.00