



MARICOPA COUNTY OFFICE OF PROCUREMENT SERVICES

DETERMINATION: **CONTRACT CHANGE**
BID SERIAL TITLE: PRINTING AND DISTRIBUTION OF ELECTION BALLOTS
BID SERIAL NUMBER: 220121-IGA

The County agrees with the Election's request that this Contract be changed for the following reasons:

1. There is a need to modify the contract per Amendment No. 3 effective 04/23/24. This additional Amendment No. 3 will add new TXT2CURE® a 2Vote Platform. TXT2CURE® is a smartphone platform that allows anyone to cure their ballot quickly and conveniently from anywhere.
2. All other terms and conditions remain the same.

The Contractor(s)/Department(s) has/have been advised of this change and will be sent a revised copy of the Contract.

Based on the above, I hereby determine it to be in the County's best interest to change this Contract as requested.

A handwritten signature in black ink, appearing to read "Brian D. Walsh".

Brian D. Walsh
Sr. Procurement Officer

03-11-25

Date

cc: File

RUNBECK ELECTION SERVICES INC

Ordering Address

PR001

Vendor Alias/DBA Name	
Vendor Code	VC0000001910
Old Vendor Code	20110006920
Vendor Active Status	Active
Vendor Street 1	2800 S 36TH ST
Vendor Street 2	
City, State ZIP	PHOENIX, AZ 85034
Vendor Phone	602-230-0510

Contact ID	Contact Name	Contact Phone	Contact Email
PC0000000009	Bob Shepler	602-230-0510	BShepler@runbeck.net

SERIAL 220121-IGA PRINTING AND DISTRIBUTION OF ELECTION BALLOTS

DATE OF LAST REVISION: March 17, 2025

CONTRACT END DATE: January 31, 2026

CONTRACT PERIOD THROUGH ~~OCTOBER~~ JANUARY 31, ~~2023~~ 2026

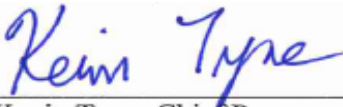
TO: All Departments

FROM: Office of Procurement Services

SUBJECT: Contract for **PRINTING AND DISTRIBUTION OF ELECTION BALLOTS**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **October 20, 2021 (Eff. 11/01/21)**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.



Kevin Tyne, Chief Procurement Officer
Office of Procurement Services

BW/mm
Attach

Copy to: Office of Procurement Services
Richard Greene, Recorder/Election Office

(Please remove Serial 10124-SS from your contract notebooks)



CONTRACT PRINTING AND DISTRIBUTION OF ELECTION BALLOTS 220121-IGA

This contract is entered into this 20th day of October 2021 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and Runbeck Election Services, Inc., an Arizona corporation ("Contractor") for the purchase of printing and distribution of election ballots.

1.0 CONTRACT TERM

This contract is for a term of two years, beginning on the 1st of November 2021 and ending the 31st of ~~October~~ **January 2023 2026**.

2.0 OPTION TO RENEW

The County may, at its option and with the concurrence of the Contractor, renew the term of this contract up to a maximum of two years and three months (or at the County's sole discretion, extend the contract on a month-to-month basis for a maximum of nine months after expiration). The Contractor shall be notified in writing by the Office of Procurement Services of the County's intention to renew the contract term at least 60 calendar days prior to the expiration of the original contract term.

3.0 CONTRACT COMPLETION

In preparation for contract completion, the Contractor shall make all reasonable efforts for an orderly transition of its duties and responsibilities to another provider and/or to the County. This may include, but is not limited to, preparation of a transition plan and cooperation with the County or other providers in the transition. The transition includes the transfer of all records and other data in the possession, custody, or control of the Contractor that are required to be provided to the County either by the terms of this agreement or as a matter of law. The provisions of this clause shall survive the expiration or termination of this agreement.

4.0 PRICE ADJUSTMENTS

Any request for fee adjustments (outside of paper costs) must be submitted sixty (60) days prior to the current Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted fee, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

Any request for fee adjustments (paper costs) must be submitted sixty (60) days prior to the current Contract annual anniversary dates. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted fee, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (CWT price) or by performing a market survey.

5.0 PAYMENTS

5.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit A – Pricing Sheet.

5.2 Payment shall be made upon the County's receipt of a properly completed invoice.

5.3 INVOICES

5.3.1 The Contractor shall submit one legible copy of their detailed invoice before payment(s) will be made. Incomplete invoices will not be processed. At a minimum, the invoice must provide the following information:

- Company name, address, and contact information
- County bill-to name and contact information
- Contract serial number
- County purchase order number
- Project name and/or number
- Invoice number and date
- Payment terms
- Quantity
- Contract item number(s)
- Description of purchase (product or services)
- Pricing per unit of purchase
- Extended price
- Total amount due

5.3.2 Labor, services, and maintenance must be billed as a separate line item.

5.3.3 Problems regarding billing or invoicing shall be directed to the department as listed on the purchase order.

5.3.4 Payment shall only be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an electronic funds transfer (EFT) process. After contract award, the Contractor shall complete the Vendor Registration Form accessible from the County Department of Finance Vendor Registration Web Site <https://www.maricopa.gov/5169/Vendor-Information>.

5.3.5 Discounts offered in the contract shall be calculated based on the date a properly completed invoice is received by the County.

5.3.6 EFT payments to the routing and account numbers designated by the Contractor shall include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

5.4 APPLICABLE TAXES

5.4.1 It is the responsibility of the Contractor to determine any and all applicable taxes and include those taxes in their proposal. The legal liability to remit the tax is on the entity conducting business in Arizona. Tax is not a determining factor in contract award.

5.4.2 The County will look at the price or offer submitted and will not deduct, add, or alter pricing based on speculation or application of any taxes, nor will the County provide Contractor any advice or guidance regarding taxes. If you have questions regarding your tax liability, seek advice from a tax professional prior to submitting your bid. You may also find information at <https://www.azdor.gov/Business.aspx>.

Once your bid is submitted, the offer is valid for the time specified in this solicitation, regardless of mistake or omission of tax liability. If the County finds overpayment of a project due to tax consideration that was not due, the Contractor will be liable to the County for that amount, and by contracting with the County agrees to remit any overpayments back to the County for miscalculations on taxes included in a bid price.

- 5.4.3 Tax Indemnification: Contractor and all subcontractors shall pay all Federal, State, and local taxes applicable to their operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to, hold Maricopa County harmless from any responsibility for taxes, damages, and interest, if applicable, contributions required under Federal and/or State and local laws and regulations, and any other costs including: transaction privilege taxes, unemployment compensation insurance, Social Security, and workers' compensation. Contractor may be required to establish, to the satisfaction of County, that any and all fees and taxes due to the City or the State of Arizona for any license or transaction privilege taxes, use taxes, or similar excise taxes are currently paid (except for matters under legal protest).

6.0 AVAILABILITY OF FUNDS

- 6.1 The provisions of this contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this contract. County shall keep the Contractor fully informed as to the availability of funds.
- 6.2 If any action is taken by, any State agency, Federal department, or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this section, at least 10 days in advance.

7.0 DUTIES

- 7.1 The Contractor shall perform all duties stated in Exhibit B – Scope of Work, or as otherwise directed in writing by the procurement officer.
- 7.2 During the contract term, County may provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

8.0 TERMS AND CONDITIONS

8.1 INDEMNIFICATION

- 8.1.1 To the fullest extent permitted by law, and to the extent that claims, damages, losses, or expenses are not covered and paid by insurance purchased by the contractor, the contractor shall defend, indemnify, and hold harmless the County (as Owner), its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses, and expenses (including, but not limited to reasonable attorneys' fees, court costs, expert witness fees, and the costs and reasonable attorneys' fees for appellate proceedings) arising out of, or alleged to have resulted from, the negligent acts, errors, omissions, or mistakes relating to the performance of this contract, subject to Arizona's comparative negligence laws.

- 8.1.2 Contractor's duty to defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss, or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment of, or destruction of tangible property, including loss of use resulting therefrom, caused by negligent acts, errors, omissions, or mistakes in the performance of this contract, but only to the extent caused by the negligent acts or omissions of the contractor, a subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.
- 8.1.3 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this section.
- 8.1.4 The scope of this indemnification does not extend to the sole negligence of County.

8.2 INSURANCE

- 8.2.1 Contractor, at Contractor's own expense, shall purchase and maintain, at a minimum, the herein stipulated insurance from a company or companies duly licensed by the State of Arizona and possessing an AM Best, Inc. category rating of B++. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.
- 8.2.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this contract.
- 8.2.3 In the event that the insurance required is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this contract and either continuous coverage will be maintained, or an extended discovery period will be exercised for a period of two years beginning at the time work under this contract is completed.
- 8.2.4 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.
- 8.2.5 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.
- 8.2.6 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.
- 8.2.7 The insurance policies required by this contract, except Workers' Compensation and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials, and employees as additional insureds.

8.2.8 The policies required hereunder, except Workers' Compensation and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials, and employees for any claims arising out of Contractor's work or service.

8.2.9 If available, the insurance policies required by this contract may be combined with Commercial Umbrella Insurance policies to meet the minimum limit requirements. If a Commercial Umbrella insurance policy is utilized to meet insurance requirements, the Certificate of Insurance shall indicate which lines the Commercial Umbrella Insurance covers.

8.2.10 Commercial General Liability

Commercial General Liability (CGL) insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$2,000,000 for each occurrence, \$4,000,000 Products/Completed Operations Aggregate, and \$4,000,000 General Aggregate Limit. The policy shall include coverage for premises liability, bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provisions which would serve to limit third party action over claims. There shall be no endorsement or modifications of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

8.2.11 Automobile Liability

Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$2,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services or use or maintenance of the premises under this contract.

8.2.12 Workers' Compensation

Workers' compensation insurance to cover obligations imposed by Federal and State statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this contract; and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

Contractor, its subcontractors, and sub-subcontractors waive all rights against this contract and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the workers' compensation and Employer's Liability or Commercial Umbrella Liability insurance obtained by Contractor, its subcontractors, and its sub-subcontractors pursuant to this contract.

8.2.13 Cyber, Network Security, and Privacy Liability

Cyber, Network Security and Privacy Liability Insurance with a limit of not less than \$5,000,000 per occurrence. The policy shall include, but not be limited to; coverage for all directors, officers, agents and employees of the Contractor, losses with respect to network risks (such as data breaches, unauthorized access or use, and ID theft of data), invasion of privacy (regardless of the type of media involved in the loss of private information), crisis management, identity theft response costs, breach notification costs, credit remediation, and credit monitoring, defense, and claims expenses, regulatory defense costs plus fines and penalties, cyber extortion, electronic data restoration expenses (data asset protection), network business interruption, computer fraud coverage, funds transfer loss, third-party fidelity, theft, no requirement for arrest and conviction, and loss outside the premises of the named insured.

8.2.14 Certificates of Insurance

8.2.14.1 Prior to contract award, Contractor shall furnish the County with valid and complete Certificates of Insurance, or formal endorsements as required by the contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this contract are in full force and effect. Such certificates shall identify this contract number and title.

8.2.14.2 In the event any insurance policy(ies) required by this contract is (are) written on a claims-made basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual certificates of insurance.

8.2.14.3 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County 15 calendar days prior to the expiration date.

8.2.14.4 Certificates of Insurance shall identify Maricopa County as the certificate holder as follows:

Maricopa County
c/o Risk Management
301 W Jefferson St, Suite 910
Phoenix, AZ 85003

8.2.15 Cancellation and Expiration Notice

Applicable to all insurance policies required within the insurance requirements of this contract, Contractor's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without 30 days prior written notice to Maricopa County. Contractor must provide to Maricopa County, within two business days of receipt, if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to Maricopa County Office of Procurement Services and shall be mailed, or hand delivered to ~~160 S. 4th Avenue~~ **301 W. Jefferson St., Suite 700**, Phoenix, AZ 85003, or emailed to the procurement officer noted in the solicitation.

8.3 FORCE MAJEURE

8.3.1 Neither party shall be liable for failure of performance, nor incur any liability to the other party on account of any loss or damage resulting from any delay or failure to perform all or any part of this contract, if such delay or failure is caused by events, occurrences, or causes beyond the reasonable control and without negligence of the parties. Such events, occurrences, or causes include, but are not limited to, acts of God/nature (including fire, flood, earthquake, storm, hurricane, or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, riots, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, lockout, blockage, embargo, labor dispute, strike, and interruption or failure of electricity or telecommunication service, and pandemic.

8.3.2 Each party, as applicable, shall give the other party notice of its inability to perform and particulars in reasonable detail of the cause of the inability. Each party must use best efforts to remedy the situation and remove, as soon as practicable, the cause of its inability to perform or comply.

8.3.3 The party asserting Force Majeure as a cause for non-performance shall have the burden of proving that reasonable steps were taken to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

8.4 ORDERING AUTHORITY

Any request for purchase shall be accompanied by a valid purchase order issued by a County department or directed by a Certified Agency Procurement Aid (CAPA) with a purchase card for payment.

8.5 PROCUREMENT CARD ORDERING CAPABILITY

County may opt to use a procurement card (Visa or Master Card) to make payment for orders under this contract.

8.6 INTERNET ORDERING CAPABILITY

County may opt to use the Internet to communicate and to place orders under this contract.

8.7 NO MINIMUM OR MAXIMUM PURCHASE OBLIGATION

This contract does not guarantee any minimum or maximum purchases will be made. Orders will only be placed under this contract when the County identifies a need and proper authorization and documentation have been approved.

8.8 PURCHASE ORDERS

8.8.1 County reserves the right to cancel purchase orders within a reasonable period of time after issuance. Should a purchase order be canceled, the County agrees to reimburse the Contractor for actual and documentable costs incurred by the Contractor in response to the purchase order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, or for shipment of product prior to issuance of purchase order.

8.8.2 Contractor agrees to accept verbal notification of cancellation of purchase orders from the County procurement officer with written notification to follow. Contractor specifically acknowledges to be bound by this cancellation policy.

8.9 SUSPENSION OF WORK

The procurement officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the procurement officer determines appropriate for the convenience of the County. No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor. No request for adjustment under this clause shall be granted unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

8.10 STOP WORK ORDER

8.10.1 The procurement officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 calendar days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically

identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 calendar days after a stop work order is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the procurement officer shall either:

8.10.1.1 cancel the stop work order; or

8.10.1.2 terminate the work covered by the order as provided in the Termination for Default or the Termination for Convenience clause of this contract.

8.10.1.3 The procurement officer may make an equitable adjustment in the delivery schedule and/or contract price, and the contract shall be modified, in writing, accordingly, if the Contractor demonstrates that the stop work order resulted in an increase in costs to the Contractor.

8.11 TERMINATION FOR CONVENIENCE

The County reserves the right to terminate the Contract, in whole or in part at any time, when it reasonably determines it is in the best interests of the County, without penalty or recourse. Upon receipt of written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the County. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted before the effective date of the termination. The Contractor will be given at least one hundred and twenty (120) calendar days-notice of any termination for convenience.

8.12 TERMINATION FOR DEFAULT

8.12.1 The County may, by written Notice of Default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

8.12.1.1 deliver the supplies or to perform the services within the time specified in this contract or any extension;

8.12.1.2 make progress, so as to endanger performance of this contract; or

8.12.1.3 perform any of the other provisions of this contract.

8.12.2 The County's right to terminate this contract under these subparagraphs may be exercised if the Contractor does not cure such failure within 10 business days (or more if authorized in writing by the County) after receipt of a Notice to Cure from the procurement officer specifying the failure.

8.13 PERFORMANCE

It shall be the Contractor's responsibility to meet the proposed performance requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to perform, and any reasonable price differential will be charged against the Contractor.

8.14 CONTRACTOR EMPLOYEE MANAGEMENT

- 8.14.1 Contractor shall endeavor to maintain the personnel proposed in their proposal throughout the performance of this contract.
- 8.14.2 If Contractor personnel's employment status changes, Contractor shall provide County a list of proposed replacements with equivalent or greater experience. County shall not unreasonably prevent Contractor from selecting the replacement of Contractor's choice.
- 8.14.3 Under no circumstances shall the implementation schedule to be impacted by a personnel change on the part of the Contractor.
- 8.14.4 Contractor shall not reassign any key personnel identified in their proposal without the express consent of the County. County shall not unreasonably prevent Contractor from reassigning any key personnel as Contractor sees fit.
- 8.14.5 County reserves the right to immediately remove from its premises any Contractor personnel it determines to be a risk to County operations.
- 8.14.6 County reserves the right to request the replacement of any Contractor personnel at any time, for any reason.

8.15 WARRANTY OF SERVICES

- 8.15.1 The Contractor warrants that all services provided hereunder will conform to the requirements of the contract, including all descriptions, specifications, and attachments made a part of this contract. County's acceptance of services or goods provided by the Contractor shall not relieve the Contractor from its obligations under this warranty.
- 8.15.2 In addition to its other remedies, County may, at the Contractor's expense, require prompt correction of any services failing to meet the Contractor's warranty herein. Services corrected by the Contractor shall be subject to all the provisions of this contract in the manner and to the same extent as services originally furnished hereunder.

8.16 INSPECTION OF SERVICES

- 8.16.1 The Contractor shall provide and maintain an inspection system acceptable to County covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to County during contract performance and for as long afterwards as the contract requires.
- 8.16.2 County has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. County shall perform inspections and tests in a manner that will not unduly delay the work.
- 8.16.3 If any of the services do not conform to contract requirements, County may require the Contractor to perform the services again in conformity with contract requirements, at no cost to the County. When the defects in services cannot be corrected by re-performance, County may:
 - 8.16.3.1 require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and

8.16.3.2 reduce the contract price to reflect the reduced value of the services performed.

8.16.4 If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, County may:

8.16.4.1 by contract or otherwise, perform the services and charge to the Contractor, through direct billing or through payment reduction, any cost incurred by County that is directly related to the performance of such service; or

8.16.4.2 terminate the contract for default.

8.17 USAGE REPORT

The Contractor shall furnish the County a usage report, upon request, delineating the acquisition activity governed by the contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit of measure.

8.18 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST

Notice is given that, pursuant to A.R.S. § 38-511, the County may cancel any contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the County is at any time, while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or consultant to any other party of the contract with respect to the subject matter of the contract. Additionally, pursuant to A.R.S. § 38-511, the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the County from any other party to the contract arising as the result of the contract.

8.19 OFFSET FOR DAMAGES

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance of the contract.

8.20 SUBCONTRACTING

8.20.1 The Contractor may not assign to another Contractor or subcontract to another party for performance of the terms and conditions hereof without the prior written consent of the County. All correspondence authorizing subcontracting must reference the bid serial number and identify the job or project.

8.20.2 The subcontractor's rate for the job shall not exceed that of the prime Contractor's rate, as bid in the pricing section, unless the prime Contractor is willing to absorb any higher rates. The subcontractor's invoice shall be invoiced directly to the prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the subcontractor's invoice must accompany the prime Contractor's invoice.

8.21 AMENDMENTS

All amendments to this contract shall be in writing and approved/signed by both parties. Maricopa County Office of Procurement Services shall be responsible for approving all amendments for Maricopa County.

8.22 ADDITIONS/DELETIONS OF REQUIREMENTS

The County reserves the right to add and/or delete materials and services to a contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount of service reduced in accordance with the bid price. If additional materials or services are required from a contract, prices for such additions will be negotiated between the Contractor and the County.

8.23 RIGHTS IN DATA

8.23.1 The County shall have the use of data and reports resulting from a contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a contract and to the performance thereunder.

8.23.2 Data, records, reports, and all other information generated for the County by a third party as the result of a contract are the property of the County and shall be provided in a format designated by the County or shall be and remain accessible to the County into perpetuity.

8.24 ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW

8.24.1 In accordance with Section MC1-373 of the Maricopa County Procurement Code, the Contractor agrees to retain (physical or digital copies of) all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this contract for six years after final payment or until after the resolution of any audit questions, which could be more than six years, whichever is longest. The County, Federal or State auditors and any other persons duly authorized by the department shall have full access to and the right to examine, copy, and make use of, any and all said materials.

8.24.2 If the Contractor's books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

8.25 AUDIT DISALLOWANCES

If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance. The course of action to address the disallowance shall be at sole discretion of the County, and may include either an adjustment to future invoices, request for credit, request for a check, or a deduction from current invoices submitted by the Contractor equal to the amount of the disallowance, or to require reimbursement forthwith of the disallowed amount by the Contractor by issuing a check payable to Maricopa County.

8.26 STRICT COMPLIANCE

Acceptance by County of a performance that is not in strict compliance with the terms of the contract shall not be deemed to be a waiver of strict compliance with respect to all other terms of the contract.

8.27 VALIDITY

The invalidity, in whole or in part, of any provision of this contract shall not void or affect the validity of any other provision of the contract.

8.28 SEVERABILITY

The removal, in whole or in part, of any provision of this contract shall not void or affect the validity of any other provision of this contract.

8.29 RELATIONSHIPS

8.29.1 In the performance of the services described herein, the Contractor shall act solely as an independent Contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, co-employee, partnership, principal and agent, or joint venture between the County and the Contractor.

8.29.2 The County reserves the right to consult with Contractor on final approval of proposed staff. Also, upon request by the County, the Contractor will be required to remove any employees working on County projects and substitute personnel based on the discretion of the County within two business days, unless previously approved by the County. County shall not unreasonably request Contractor staff be removed from County projects.

8.30 NON-DISCRIMINATION

Contractor agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09, including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive Order 99-4 and amends Executive Order 75-5 and is hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, Contractor shall not discriminate against any employee, client, or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability, or national origin. (Arizona Executive Order 2009-09 can be downloaded from the Arizona Memory Project at <http://azmemory.azlibrary.gov/cdm/singleitem/collection/execorders/id/680/rec/1.>)

8.31 WRITTEN CERTIFICATION PURSUANT to A.R.S. § 35-393.01

If vendor engages in for-profit activity and has 10 or more employees, and if this agreement has a value of \$100,000 or more, vendor certifies it is not currently engaged in, and agrees for the duration of this agreement to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

8.32 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

8.32.1 The undersigned (authorized official signing on behalf of the Contractor) certifies to the best of his or her knowledge and belief that the Contractor, its current officers, and directors:

8.32.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from being awarded any contract or grant by any United States department or agency or any state, or local jurisdiction;

8.32.1.2 have not within a three-year period preceding this contract:

8.32.1.2.1 been convicted of fraud or any criminal offense in connection with obtaining, attempting to obtain, or as the result of performing a government entity (Federal, State or local) transaction or contract; or

8.32.1.2.2 been convicted of violation of any Federal or State antitrust statutes or conviction for embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property regarding a government entity transaction or contract;

8.32.1.3 are not presently indicted or criminally charged by a government entity (Federal, State or local) with commission of any criminal offenses in connection with obtaining, attempting to obtain, or as the result of performing a government entity public (Federal, State or local) transaction or contract;

8.32.1.4 are not presently facing any civil charges from any governmental entity regarding obtaining, attempting to obtain, or from performing any governmental entity contract or other transaction; and

8.32.1.5 have not within a three-year period preceding this contract had any public transaction (Federal, State or local) terminated for cause or default.

8.32.2 If any of the above circumstances described in the paragraph are applicable to the entity submitting a bid for this requirement, include with your bid an explanation of the matter including any final resolution.

8.32.3 The Contractor shall include, without modification, this clause in all lower tier covered transactions (i.e., transactions with subcontractors or sub-subcontractors) and in all solicitations for lower tier covered transactions related to this contract. If this clause is applicable to a subcontractor or sub-subcontractor, the Contractor shall include the information required by this clause with their bid.

8.33 VERIFICATION REGARDING COMPLIANCE WITH A.R.S. § 41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS

8.33.1 By entering into the contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using E-Verify) and all other Federal immigration laws and regulations related to the immigration status of its employees and A.R.S. § 23-214(A). The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the procurement officer upon request. These warranties shall remain in effect through the term of the contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the contract and verify employee compliance using the E-Verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at www.uscis.gov.

8.33.2 The County retains the legal right to inspect documents of Contractor and subcontractor employees performing work under this contract to verify compliance with paragraph 8.33.1 of this section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the

Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

8.34 CONTRACTOR LICENSE REQUIREMENT

8.34.1 The Contractor shall procure all permits, insurance, and licenses, and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any requirements, by any and all governmental or non-governmental entities as mandated to maintain compliance with and remain in good standing. The Contractor shall keep fully informed of existing and future trade or industry requirements, and Federal, State, and local laws, ordinances, and regulations which in any manner affect the fulfillment of a contract and shall comply with the same. Contractor shall immediately notify both Office of Procurement Services and the department of any and all changes concerning permits, insurance, or licenses.

8.35 INFLUENCE

8.35.1 As prescribed in MC1-1203 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct, may be grounds for disbarment or suspension under MC1-902.

8.35.2 An attempt to influence includes, but is not limited to:

8.35.2.1 A person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type of valuable contribution or subsidy that is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.

8.35.3 If a person attempts to influence any employee or agent of Maricopa County, the chief procurement officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.

8.36 CONFIDENTIAL INFORMATION

8.36.1 Any information obtained in the course of performing this contract may include information that is proprietary or confidential to the County. This provision establishes the Contractor's obligation regarding such information.

8.36.2 The Contractor shall establish and maintain procedures and controls that are adequate to assure that no information contained in its records and/or obtained from the County or from others in carrying out its functions (services) under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. The Contractor's procedures and controls, at a minimum, must be the same procedures and controls it uses to protect its own proprietary or confidential information. If, at any time during the duration of the contract, the County determines that the procedures and controls in place are not adequate, the Contractor shall institute any new and/or additional measures requested by the County within 15 business days of the written request to do so.

8.36.3 Any requests to the Contractor for County proprietary or confidential information shall be referred to the County for review and approval, prior to any dissemination.

8.37 PUBLIC RECORDS

Under Arizona law, all offers submitted and opened are public records and must be retained by the County at the Maricopa County Office of Procurement Services. Offers shall be open to public inspection and copying after contract award and execution, except for such offers or sections thereof determined to contain proprietary or confidential information by the Office of Procurement Services. If an offeror believes that information in its offer or any resulting contract should not be released in response to a public record request, under Arizona law, the offeror shall indicate the specific information deemed confidential or proprietary and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise from disclosure. The records manager of the Office of Procurement Services shall determine whether the identified information is confidential pursuant to the Maricopa County Procurement Code.

8.38 INTEGRATION

This contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, expressed, or implied.

8.39 UNIFORM ADMINISTRATIVE REQUIREMENTS

By entering into this contract, the Contractor agrees to comply with all applicable provisions of Title 2, Subtitle A, Chapter II, Part 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS contained in Title 2 C.F.R. § 200 *et seq.*

8.40 GOVERNING LAW

This contract shall be governed by the laws of the State of Arizona. Venue for any actions or lawsuits involving this contract will be in Maricopa County Superior Court, Phoenix, Arizona.

8.41 PRICES

Contractor warrants that prices extended to County under this contract are no higher than those paid by any other customer within the state of Arizona for these or similar services.

8.42 ORDER OF PRECEDENCE

In the event of a conflict in the provisions of this contract and Contractor's license agreement, if applicable, the terms of this contract shall prevail.

~~8.43 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (SAVE)~~

~~The County is a member of the SAVE cooperative purchasing group. SAVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the SAVE Cooperative Purchasing Agreement, and with the concurrence of the successful respondent under this solicitation, a member of SAVE may access a contract resulting from a solicitation issued by the County. If contractor does not want to grant such access to a member of SAVE, state so in contractor's bid. In the absence of a statement to the contrary, the County will assume that contractor does wish to grant access to any contract that may result from this bid. The County assumes no responsibility for any purchases by using entities.~~

~~8.44 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's)~~

~~County currently holds ICPAs with numerous governmental entities. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County contract. It is the responsibility of the non-County government entity to perform its own due diligence on the acceptability of the contract under its applicable procurement rules, processes, and procedures. Certain governmental agencies may not require an ICPA and may utilize this contract if it meets their individual requirements. Other governmental agencies may enter into a separate Statement of Work with the Contractor to meet their own requirements. The County is not a party to any uses of this contract by other governmental entities.~~

8.45 FORCED LABOR

8.45.1 By submitting a bid for this solicitation and/or entering into a contract as a result of this solicitation, contractor agrees to comply with all applicable portions of Arizona Revised Statutes Section 35-394. Contracting; procurement; prohibition; written certification; remedy; termination; exception; definitions.

8.45.2 Contractor certifies that it does not currently, and agrees for the duration of the contract, that it will not use:

8.45.2.1 The forced labor of ethnic Uyghurs in the People's Republic of China.

8.45.2.2 Any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

8.45.2.3 Any contractors, subcontractors or suppliers that use the forced labor or any good or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

8.45.3 If contractor becomes aware during the term of the agreement that contractor is not in compliance with this paragraph, the contractor shall notify the County within five business days after becoming aware of the noncompliance. If the contractor fails to provide a written certification to the County that the contractor has remedied the noncompliance within 180 days after notifying the County of its noncompliance, then the agreement terminates, except that if the agreement termination date occurs before the end the 180 day period, the agreement terminates on the agreement termination date.

8.46 UNIQUE ENTITY IDENTIFIER (UEI) AND SYSTEM FOR AWARD MANAGEMENT REGISTRATION

All contractors that receive funding must have a UEI number through <https://sam.gov/content/entity-registration>. Contractor must also remain current with the System for Award Management www.sam.gov throughout the term of the contract.

8.47 RELIGIOUS ACTIVITIES

The contractor agrees that costs, planned or claimed, including costs incurred, shall not include any expense for any religious activity.

8.48 POLITICAL ACTIVITY PROHIBITED

None of the funds, materials, property, or services contributed by the County or the contractor under the agreement shall be used in the performance of this agreement for any partisan political activity, or to further the election or defeat of any candidate for public office.

8.49 EQUAL EMPLOYMENT OPPORTUNITY

8.49.1 The contractor shall not discriminate against any employee or applicant for employment because of race, age, disability, color, religion, sex, or national origin. The contractor shall take affirmative action to ensure applicants are employed and that employees are treated during employment without regard to their race, age, disability, color, religion, sex, or national origin. Such action shall include but is not limited to the following: employment, upgrading, demotion or transfer, recruitment, or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.49.2 Contractor shall comply with the following provisions:

8.49.2.1 Title VI and VII of the Civil Rights Act of 1964, as amended (42 U.S.C. §§ 2000a, et seq.);

8.49.2.2 The Rehabilitation Act of 1973, as amended (29 U.S.C. §§ 701, et seq.);

8.49.2.3 The Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. §§ 621, et seq.);

8.49.2.4 The Americans With Disabilities Act of 1990 (42 U.S.C. §§ 12101, et seq.); and Arizona Executive Order 2009-09, as amended, et seq. which mandates that all persons shall have equal access to employment opportunities.

8.49.2.5 Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

8.50 CERTIFICATION REGARDING LOBBYING

8.50.1 Contractor certifies, to the best of their knowledge and belief, that:

8.50.1.1 No federal appropriated funds have been paid or will be paid, by or on behalf of the contractor, to any person for influencing or attempting to influence an officer or employee of any agency. This applies to a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant. Including the making of any federal, loan the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

8.50.1.2 If any funds other than federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall

complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

8.50.1.3 Contractor shall include Lobbying Certification language in the award documents for all subcontractors (including sub-grants, and contract under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

8.50.1.3.1 The Lobbying Certification is a material representation of fact upon which reliance was placed when this transaction is made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any successful proposer(s) who fail to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

8.51 **CLEAN AIR ACT & CLEAN WATER ACT**

Contractor must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368) Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

8.52 **ENERGY POLICY AND CONSERVATION ACT**

Contractor must adhere to the standards and policies relating to energy efficiency, which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat.871).

8.53 **INCORPORATION OF DOCUMENTS**

8.53.1 The following are to be attached to and made part of this Contract:

8.53.1.1 Exhibit A – Vendor Information and Pricing

8.53.1.2 Exhibit B – Scope of Work

8.53.1.3 Exhibit C – Disaster Recovery Plan

8.54 **NOTICES**

All notices given pursuant to the terms of this contract shall be addressed to:

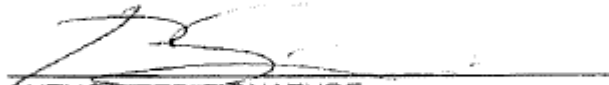
For County:

Maricopa County
Office of Procurement Services
~~160 S. 4th Avenue~~ **301 W. Jefferson St., Suite 700**
Phoenix, Arizona 85003-1647

For Contractor:
Runbeck Election Services, Inc.
Rizwan Fidai, Vice President of Sales
2800 S. 36th Street
Phoenix, Arizona 85034

IN WITNESS WHEREOF, this contract is executed on the date set forth above.

CONTRACTOR



AUTHORIZED SIGNATURE

Rizwan Fidaei, Vice President of Sales
PRINTED NAME AND TITLE

2800 S 36th Street, Phoenix, AZ 85034
ADDRESS

10/19/21
DATE

MARICOPA COUNTY



CHAIRMAN, BOARD OF SUPERVISORS

OCT 20 2021
DATE

ATTESTED:

CLERK OF THE BOARD

OCT 20 2021
DATE

APPROVED AS TO FORM:

Randall B. Pennington
DEPUTY COUNTY ATTORNEY

October 19, 2021
DATE

EXHIBIT A VENDOR INFORMATION AND PRICING

SERIAL 220121-IGA	
NIGP CODE: 70069	
CONTRACTOR'S NAME:	Runbeck Election Services, Inc.
COUNTY VENDOR NUMBER:	VC0000001910
ADDRESS:	2800 S. 36 th St.
	Phoenix, AZ 85034
P.O. ADDRESS:	N/A
TELEPHONE NUMBER:	480-455-1095
FACSIMILE NUMBER:	602-437-1411
WEB SITE:	Runbeck.net
CONTACT (REPRESENTATIVE):	Rizwan Fidai, Vice President of Sales
REPRESENTATIVE'S E-MAIL ADDRESS:	rfidai@runbeck.net
PAYMENT TERMS: NET 30 DAYS	

1. Ballot Printing
Printing – 80# VoteSecure
 - 1.1 11" – 19" Ballot = ~~\$0.25~~ **\$0.275** per ballot card (**Eff. 11-1-22**),
 - 1.2 >19" Ballot = ~~\$0.29~~ **\$0.315** per ballot card (**Eff. 11-1-22**),
 - 1.3 Test Decks 11"-19" Pre-filled (Furnished) = ~~\$0.25~~ **\$0.275** (**Eff. 11-1-22**) per ballot card,
 - 1.4 Test Decks >19" Pre-filled (Furnished) = ~~\$0.29~~ **\$0.315** (**Eff. 11-1-22**) per ballot card,
 - 1.5 Test Deck Programming Charges: \$150.00 per/hour,
 - 1.6 PDF Change Fee = \$7,500,
 - 1.7 Hard Copy Proofs 11" – 19" Ballot = ~~\$0.25~~ **\$0.275** (**Eff. 11-1-22**) per ballot card,
 - 1.8 Hard Copy Proofs >19" = ~~\$0.29~~ **\$0.315** (**Eff. 11-1-22**) per ballot card,
 - 1.9 Repository Art/Election Set-up = \$7,500 per election,
 - 1.10 Official Ballots Preparation to include shrink wrap and packaging = additional \$0.04 per ballot card,
 - 1.11 Roland VoteSecure Paper = \$0.01 per ballot card,
 - 1.12 Paper Storage Fee = \$0.01 per ballot/blank stock ordered,
 - 1.13 Ballot Guard™ (Support for Senate Bill 1819) = additional \$0.06 per ballot card,
 - 1.14 11" – 19" Ballot Roland VoteSecure Paper, 100# = \$0.02 per ballot card (Addendum #1 Eff. 5-5-22)**

2. Blank Ballot Shells/Stock
If paper needs to be pre-printed with watermarks or any other requirements, an additional cost will be incurred based on the request.
 - 2.1 Blank Sheet = \$0.15 per sheet
 - 2.2 Blank Sheet Scored = \$0.18 per sheet
 - 2.3 Charge for Roland VoteSecure Paper = additional \$0.01 per sheet

3. Outbound Ballot Mailing

Full Service OUTBOUND EV Mail Processing: Data Preparation, Insertion, Sorting

- 3.1 Insertion of Voter Packet = \$0.24 per packet (3 pieces)
- 3.2 Insertion cost for each additional insert beyond (3) Pieces Per Packet = \$0.10 per insert
- 3.3 Label Files = \$1.00 each label emailed to Maricopa
- 3.4 Database Set-up = \$7,500
- 3.5 Supplemental Mailings (Post E-29) = Same as initial mailing
- 3.6 Mailing Services = Included
- 3.7 USPS Mailing Coordination = Included
- 3.8 USPS Mailing Statements = Included
- 3.9 Postage = Actual USPS Automation rates
- 3.10 CASS Processing = \$0.005 per record
- 3.11 Change of Address Fees (COA) = Incurred when registration is not cleansed. Varies per election.
- 3.12 ACS Fees = \$0.035 per record charged quarterly
- 3.13 Outbound TrackMyMail Fees = \$0.01 per record
- 3.14 Inbound TrackMyMail Fees = \$0.01 per record
- 3.15 Novus Setup Fee = \$300 per election

4. Inbound Mail Processing

Scanning, Sorting, and Packaging of Returned Early Ballots

- 4.1 \$0.98 per piece

5. Envelopes

Overage of 3% Waste replacement.

5.1 Outgoing/Carrier:

- 5.1.1 <10M = ~~\$0.16~~ **\$0.18 (Eff. 11-1-22)** per piece,
- 5.1.2 10M-50M = ~~\$0.14~~ **\$0.13 (Eff. 11-1-22)** per piece,
- 5.1.3 >50M = ~~\$0.10~~ **\$0.12 (Eff. 11-1-22)** per piece,

5.2 Affidavit (Green):

- 5.2.1 <10M = ~~\$0.13~~ **\$0.15 (Eff. 11-1-22)** per piece,
- 5.2.2 >10M = ~~\$0.08~~ **\$0.10 (Eff. 11-1-22)** per piece,

5.3 Large Affidavit

- 5.3.1 <100M = \$0.17 per piece
- 5.3.2 Maricopa supplies the envelopes, we only imprint.
- 5.3.3 USPS Mail Piece Consult and Design = Included
- 5.3.4 Initial Envelope Composition = Included
- 5.3.5 Changes to Composition = Included
- 5.3.6 Large Affidavit envelopes are not reimbursed for waste.

6. Voting Instructions

6.1 Instruction Insert 4 color, 60# Paper, without I Voted Sticker

- 6.1.1 <100M = ~~\$0.18 per piece~~ **\$0.19 (Eff. 11-1-22)** per piece,
- 6.1.2 100M-250M = ~~\$0.07~~ **\$0.08 (Eff. 11-1-22)** per piece
- 6.1.3 >250M = ~~\$0.06~~ **\$0.07 (Eff. 11-1-22)** per piece,

- 6.2 Instruction Insert 4 color, 60# Paper, with I Voted Sticker (Print, Fold, Attach stickers)
- 6.2.1 <100M = ~~\$0.19~~ **\$0.20 (Eff. 11-1-22)** per piece,
- 6.2.2 100M-250M = ~~\$0.08~~ **\$0.09 (Eff. 11-1-22)** per piece
- 6.2.3 >250M = ~~\$0.07~~ **\$0.08 (Eff. 11-1-22)** per piece

- 6.3 I Voted Stickers for Inserts
- 6.3.1 <100M = \$0.19 per piece
- 6.3.2 100M-250M = \$0.03 per piece
- 6.3.3 >250M = \$0.02 per piece

- 6.4 I Voted Hand Out Stickers
- 6.4.1 <100M = \$0.12 per piece
- 6.4.2 100M-250M = \$0.03 per piece
- 6.4.3 >250M = \$0.02 per piece

7. All Mail Inserts
- 90# Springhill Index Paper, 4 Color
- Minimum of \$100 for an order.
- 7.1 <100M = ~~\$0.05~~ **\$0.06 (Eff. 11-1-22)** per piece
- 7.2 100M-500M = ~~\$0.04~~ **\$0.05 (Eff. 11-1-22)** per piece
- 7.3 >500M = ~~\$0.03~~ **\$0.04 (Eff. 11-1-22)** per piece

8. Postcards
- Self-Mailer, 110# Paper, 4"x6", 4 color,
- 8.1 \$0.18 per piece
- 8.2 Set-up Fee = \$300 per election

Effective 11/01/2023

- 8.3 8.5"x5.5" printed on 9pt cover stock**
\$0.05 per piece based on 2,500,000 est. count

9. Full Text Insert (Booklet)
- Books are stitched and tabbed and can vary in page count. Pricing is based on several factors, including size, quantity, paper costs and weight, and mailing specifications which vary from election to election.

- 9.1 >1,000,000 = ~~\$0.13~~ **\$0.15 (Eff. 11-1-22)** per piece (48-page self-cover book. Ref: 1.15),

10. Sample Ballots
- Printing & Mailing
- Sample Ballots are priced based on several factors, including size, quantity, paper costs and weight, and mailing specifications which vary from election to election.

- 10.1 18" x 28" flat, 80# paper
- Print, trim, fold, Mailing, CASS, and tabbing = ~~\$0.32~~ **\$0.34 (Eff. 11-1-22)** per piece, 22-1/4" x 17" flat, 70# paper

- 10.2 22-1/4" x 17" flat, 70# paper
- Print, trim, fold, Mailing, CASS, and tabbing = ~~\$0.27~~ **\$0.29 (Eff. 11-1-22)** per piece, 8-1/2" x 14" flat, 70# paper

- 10.3 8-1/2" x 14" flat, 70# paper
- Print, trim, fold Mailing, CASS, and tabbing = ~~\$0.23~~ **\$0.25 (Eff. 11-1-22)** per piece

11. 90-Day Notices

Print, Personalize, Perforate, Fold, Tab 2, Mail (self-mailer, not a letter) 8-1/2" x 11" folded to 8-1/2" x 5-1/2", 4 color, 9pt reply card, tabbed twice.

11.1 <100M = \$0.17 per piece

11.2 100M-500M = \$0.15 per piece

11.3 >500M = \$0.13 per piece

12. Publicity Pamphlets

Pamphlets are individually priced based on several factors, including page count, size, quantity, paper costs and weight, and mailing specifications which vary from Jurisdiction and election to election.

Runbeck will provide the County as well as schools, towns, and cities, with a quote that reflects the actual quantity and page count.

13. Once a Year Credit

Maricopa gets a credit at the beginning of every year on the first large job. Usually the Mail Processing ticket for March. Below is the job line description for the invoice along with the amount needed to enter in as a credit:

13.1 Annual Discount for Bond Requirement Waiver \$3,250.00

14. Shipping & Delivery Fees

14.1 Shipping/delivery fees will be charged based on requests from the county or associated job-related costs.

15. Pricing Adjustment

15.1 The parties expressly acknowledge and agree that if the cost of paper and/or envelopes increase, the price will be adjusted by that amount annually.

16. **Change of Address Assessments/Charges (COA) (Effective 11/14/2023)**

Beginning February 2018, USPS implemented the new mandatory address accuracy process, which requires every mail piece to be scrutinized for address mail accuracy, using what is called Streamlined Mail Acceptance.

When mail is dropped at the Phoenix post office, the pieces are scanned via the IMB barcode to prepare for mailing. During this processing, the Postal Service identifies and records information on pieces impacted by Change of Address (COA) records based on the address printed on the mail piece using the USPS Census Process. Move Update compliance is measured across all mailings within a calendar month. The Move Update standard requires the periodic matching of a mailer's address records with customer-filed Change-of-Address (COA) orders maintained by the Postal Service. A Move/Update error is logged when the address on the mail piece has not been updated due to a Change of Address (COA) record where the more current of the COA Move Effective and COA Create date is between 95 days and 18 months of the postage statement finalization date.

Every month, data is collected and reported on the Mailer Scorecard under the eDoc submitter's CRID (Runbeck) as well as the Mail Owner (Maricopa) view of the Mailer Scorecard. Currently, when the Move Update threshold exceeds .05% the pieces are assessed at an \$.08 per piece fee. This scorecard and assessment charge is then sent to Runbeck for payment. Runbeck will then

invoice Maricopa County's assessment charges to the County. These charges cannot be determined prior to a mailing as it is per mailing based on the number of errors during processing.

17. New Chain of Custody Forms (2 Part) (Effective 02/16/2024)

Number of Hours:	Description	Unit Price	Amount
15	Prepress creative work: Create new artwork for Chain of Custody Forms, \$80 per hours x 15 hours to build and edit artwork.	\$80.00	\$1,200.00
QTY:	Description	Unit Price per Ea.	Amount
10,000	1. 2,000 - Form A 2. 2,000 - Form B 3. 2,000 - Form C 4. 2,000 - Form D 5. 2,000 - Form E	\$0.3994	\$3,994.00

\$ 5,194.00

Size: 8.5" X 11"

Paper: 18# NCR 2 PART

Print: 1/0

Versions: 5 (Form A/B/C/D/E)

Scanner (Addendum #2 Eff. 10-14-22)

Description	Quantity	Price
ImageTracDS 1210 (runs on local PC)	2	\$105,600.00
Scan DS 1210 (runs on local PC)	2	\$9,240.00
Product Management Hours	4	\$1,536.00
Total		\$116,376.00

Software Maintenance and Hardware Support

Description	Quantity	Extended
Annual SM & HS-Year 2	2	\$5,253.00
Annual SM & HS-Year 3	2	\$5,253.00
Annual SM & HS-Year 4	2	\$5,253.00
Annual SM & HS-Year 5	2	\$5,253.00

Pricing and Support Notes:

- Annual licensing for scanner related software is included
- Software response time shall be no later than next business day
- Preventive Maintenance for unit will be on site, annually
- Remote support included
- 90 Day Warranty is included. If a part needs to be replaced for any reason after 90 days, the County will be billed accordingly
- Consumables are not included
- Shipping costs for deliver to the desired location are the responsibility of the County
- All taxes are the responsibility of the County

Amendment #1 Eff. 07/01/2022

Background - Maricopa County purchased Runbeck's Verus Pro application ("Software") effective July 1, 2020 until June 30, 2021 for \$159,642 and from July 1, 2021 until June 30, 2022 for \$60,000 to verify if inbound mail packet signatures match the voter's reference signature. Inbound signatures are assigned a score based on the verification; signatures with a score of 10 or higher are routed to a high-confidence manual signature verification queue, and signatures with a lower score are routed to a low-confidence signature verification queue.

Purpose - This additional SOW will add new functionality to Verus Pro, enabling it to detect if an inbound packet has a signature on it. This functionality will not depend on a reference image; it will analyze just the inbound image to assess if a signature is present.

Scope of Technical Tasks

1. Add the ability to detect if a signature is present on an inbound envelope image
2. Add the ability to export results of Signature Detection
 - a. Exported to CSV formatted text file
 - b. Contains the piece's Tracking Number and Disposition Code (0=No Signature, 1=Signature Detected)
3. Add the ability to turn Signature Detection on or off
4. Add the ability to turn Signature Verification on or off

Resources - Like the existing Verus Pro application, the updated application will run in UAT and Production environments within Maricopa County's network.

1. The Production environment will run on a standalone server. It will access inbound signatures from a share maintained by Maricopa County, and will automatically export Signature Detection results to a configured location on the same share.
2. The UAT environment will run on a standalone server. Test signatures will be loaded onto this same server, and Signature Detection results will export to a configured location on the same server as well. The UAT environment will be isolated to the single server and will not touch any shared resources.

Schedule - The application will be deployed for User Acceptance Testing by June 13, 2022. Testing feedback should be provided to Runbeck by June 17, 2022. Final changes and fixes will be completed and deployed to UAT by June 27, 2022. The application will be deployed to Production by July 1, 2022.

Acceptance Criteria

1. The system successfully exports Signature Detection results every five minutes.
2. The system processes at least 3,600 signatures/hour.
3. The system correctly assesses if a signature is present on at least 80% of inbound images.

Pricing – The fees for the Software shall be billed in accordance with the following pricing table:

Year Three	Year Four	Year Five (Optional)	Year Six (Optional)	Year Seven (Optional)
July 1, 2022 - June 30, 2023	July 1, 2023- October 31, 2023	November 1, 2023-October 31, 2024	November 1, 2024-October 31, 2025	November 1, 2025-January 30, 2026
\$103,500	\$34,500	\$103,500	\$103,500	\$25,875

The monthly fee for the Software is \$8,625. Client agrees to pay for the first twelve (12) months of service up front, for a total of \$103,500. This payment shall cover the following timeframe: July 1, 2022 through June 30, 2023.

Product	Price	Quantity	Year 1	Year 2	Year 3	Year 4	Year 5
Novus Annual Software License	\$60,000	1	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Novus Annual Hardware License and Maintenance	\$9,500	1	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500
Oki 9650HDN	\$750	34	\$25,500	\$25,500	\$25,500	\$25,500	\$25,500
Lexmark CS923 (Yearly License & Support)	\$750	60	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Oki B432 (Yearly License & Support)	\$750	450	\$337,500	\$337,500	\$337,500	\$337,500	\$337,500
Total			\$477,500	\$477,500	\$477,500	\$477,500	\$477,500

General Terms and Notes:

1. The County is responsible for consumables and parts and any applicable shipping costs related to such consumables and parts for the Sentio ballot and envelope printing on demand system.
2. The County is responsible for purchasing from Runbeck ballot stock and envelopes for use in the Sentio ballot printing on demand system and the envelope print process.
3. Runbeck will provide train the trainer curriculum for the County team. Up to three (3) train the trainer classes are included, per calendar year.
4. Election setup for each Sentio is the responsibility of the County.
5. Field support during an election is provided by the County.
6. Preventative Maintenance on the units is performed by Runbeck, once per year.
7. This printer will support the print width and length of the Dominion ImageCast ballot while simultaneously offering duplex print capability.
8. The Oki 9650 printer has had an end-of-life announcement in 2017; however, it maintains a serviceable runway of 7 years (December 31, 2023)
9. Applicable taxes are not included and, if applicable, are the responsibility of the County.
10. Election setup charges for each Sentio unit are waived.
11. Election setup charges for Novus are \$300 per election.
12. Ballots printed in the Runbeck production facility will use the Maricopa/Runbeck contract pricing for ballot printing.
13. For existing invoicing purposes, of the Novus Ballot Duplication System, the annualized date will be June through May.

Purchasing Sentio Ballot Printing System	Year 1	Year 2	Year 3	Year 4
LEXMARK C4150 Windows Embedded Laptop, Runbeck's Proprietary Software	\$ 7,500			
Optional Transport Case/Cart	\$ 2,500			
Shipping	TBD			
Installation	\$ 1,500			
Onsite Training (1 day)	\$ 1,500			
Annual Hardware & Software Licensing	Included	\$ 750	\$ 750	\$ 750
TOTAL	\$ 13,000	\$ 750	\$ 750	\$ 750

~~** Quantity 100-250, 5% discount will apply~~

~~Quantity 250-400, additional 5% discount will apply Quantity 400+, additional 5% discount will apply~~