



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Joseph E. Canciamilla, Clerk-Recorder  
Date: March 29, 2016

Subject: Contract with K & H to Print and Mail Ballots and Other Election Materials

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Clerk-Recorder, or designee, to execute a contract amendment with K & H Printing-Lithographers, Inc., to extend the term from December 31, 2015 through December 31, 2017 and increase the payment limit by \$2,000,000 to a new payment limit of \$4,200,000, to provide printed ballots, mailing services, and other election materials.

**FISCAL IMPACT:**

The current contract limit of \$2,000,000 is increased by \$2,000,000 for a total not to exceed amount of \$4,200,000, which is funded within the Election Division budget over fiscal years 2015-2016 and 2016-2017. A portion of the cost is reimbursable by those agencies for whom we conduct elections.

**BACKGROUND:**

California Administrative Code, Title 2, Division 7, Section 20220 provides that printers must be certified by the Secretary of State's Office in order to print ballots for a particular voting system. K & H Printing-Lithographers, Inc., is a certified printer for our election ballot tabulation system. K & H has successfully provided similar services to the County

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<input checked="" type="checkbox"/> APPROVE	<input type="checkbox"/> OTHER
<input checked="" type="checkbox"/> RECOMMENDATION OF CNTY ADMINISTRATOR	<input type="checkbox"/> RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/29/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 29, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Scott O. Konopasek,  
925-335-7808

cc:

since the November 2013 Election.

**CONSEQUENCE OF NEGATIVE ACTION:**

Accurate and timely printing and mailing of election ballots and related material are critical components of conducting successful elections. Failure to accurately print or distribute election materials could jeopardize our mandated function to conduct elections in a fair and accurate manner. An error or omission could force the department to conduct an election over again at a substantial cost to the County.