



Contra  
Costa  
County

To: Board of Supervisors  
From: Deborah R. Cooper, Acting Clerk-Recorder  
Date: January 14, 2020

Subject: Contract for Election Printing, Assembly and Mailing Services

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Acting Clerk-Recorder, or designee, to execute a contract with Consolidated Printers, Inc., in an amount not to exceed \$7,000,000 for printing, assembly and mailing of Voter Information Guides, sample ballots and other election materials, for the period December 19, 2019 through December 30, 2023.

**FISCAL IMPACT:**

The total cost of the contract will not exceed \$7,000,000, and is included in the Elections Division budget for fiscal years 2019-20 and will be included in the budgets for fiscal years 2020-21, 2021-22, 2022-23 and 2023-24.

A portion of the costs associated with these services is reimbursable by the districts for which the County conducts elections. The amount of reimbursement depends on the number and type of districts consolidated with the election, as well as the number of County, State and federal issues on the ballot. The County bears the cost of elections conducted on behalf of the County, State and federal governments.

**BACKGROUND:**

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APPROVE

OTHER

RECOMMENDATION OF CNTY  
ADMINISTRATOR

RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **01/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II  
Supervisor  
Diane Burgis, District III Supervisor  
Federal D. Glover, District V  
Supervisor

ABSENT: Karen Mitchoff, District IV  
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: January 14, 2020

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

By: Laura Cassell, Deputy

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

cc:

The County is responsible to conduct elections on behalf of the County, State and federal government. Local Districts (cities, schools, special districts, etc.) consolidate with these elections. Printing sample

BACKGROUND: (CONT'D)

ballots and Voter Information Guides and mailing them to voters within certain time restrictions is required by the Election Code. The Clerk-Recorder-Elections Department contracts for these services due to the high volume, specialized printing requirements, and cyclical nature of elections.

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 official ballots for a particular voting system. Consolidated Printers, Inc., is a certified printer for our election ballot tabulation system. While such certification is not required for the printing and mailing of sample ballots, the certification signifies a knowledge and understanding of the importance of timeliness and accuracy to elections. Consolidated Printers has successfully provided these services since 2013, when they were selected through a competitive bid process.

This contract covers the 2020 Presidential Primary and General Elections, the 2022 Gubernatorial Primary and General Elections and other special elections held during this time period.

CONSEQUENCE OF NEGATIVE ACTION:

Inaction or negative action by the Board would prevent the Clerk-Recorder-Elections Department from sending out Voter Information Guides and sample ballots within statutory deadlines, as required by law.