

**WHATCOM COUNTY
ADMINISTRATIVE SERVICES**



FINANCE/ACCOUNTING
Whatcom County Courthouse
311 Grand Avenue, Suite #503
Bellingham WA 98225-4082
Brad Bennett, Finance Manager

DATE: April 12, 2019
TO: Jack Louws, County Executive
FROM: Brad Bennett, AS Finance Manager
SUBJECT: Award for Printing and Processing Services for Elections

• **Background & Purpose**

The Auditor's Office requests approval to use Pierce County's RFP #2007 (awarded in 2018) and authorization for the Executive to enter into a contract with K&H Integrated Print Solutions for the printing of envelopes and balloting materials for elections, and related processing services, including insertion, mailing, ballot tracking, and other related services.

Whatcom County has an existing Interlocal Purchasing Agreement #200209010 with Pierce County, in conjunction with RCW 39.34, the Interlocal Cooperation Act. Pierce County awarded contract #SC-105832 to K&H Integrated Print Solutions as a result of their 2018 RFP #2007 process. The Auditor's Office and Purchasing have reviewed the documentation from Pierce County's RFP process. It meets Whatcom County procurement requirements, and the Auditor's needs for these services.

• **Funding**

The cost for printing and processing election envelopes and balloting materials is a regularly budgeted item, and funds exist within the current Elections Reserve Fund base budget. Annual expenditures will not exceed \$750,000.00.



AS Finance Manager

Approved as recommended:

County Executive

Date of Council Action _____

**Whatcom County
Auditor's Office**

Whatcom County Courthouse
311 Grand Avenue, Suite 103
Bellingham, WA 98225-4038



Debbie Adelstein
County Auditor

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Chief Deputy Auditor

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DATE: April 11, 2019

TO: Brad Bennett, Finance Manger

FROM: Diana Bradrick, Chief Deputy Auditor

RE: Using Pierce County Contract for K&H Elections Printing and Processing Services

Requested Action: I am requesting Council approval to utilize the existing Interlocal Cooperative Purchasing Agreement with Pierce Count (Whatcom County Contract #200209010) for the Executive to enter into a contract with K&H Integrated Print Solutions for the purpose of providing election envelopes, balloting materials and processing pursuant to Pierce County RFP #2007/Contract #SC-105832. We would like to enter into a 3 year contract.

Background and Purpose: Whatcom County needs to procure envelop and balloting materials printing services along with ballot processing including insertion, mailing, ballot tracking and other services related to ballot printing and mailing. We have reviewed the Pierce County RFP process and the K&H response and it meets Whatcom's needs. Whatcom County has used K&H to provide services related to ballot and envelope printing and processing for a number of years and we have been extremely satisfied with their service. Their ability to ensure correct ballot insertion and track the ballot packet through the postal service is exceptional.

Not to Exceed Amount: Our annual not to exceed amount is \$750,000.

Funding Source: These services are included in the Elections Reserve Fund base budget.

Please approve this request and forward to the Executive and the Whatcom County Council for approval at the April 23, 2019 Whatcom County Council Meeting.

Please contact Diana Bradrick at extension 5130 if you have questions or concerns.