



CITY CLERK DEPARTMENT
Long Beach, California

C-3

LARRY HERRERA
City Clerk

November 15, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

ADMINISTRATIVE DIVISION

Monique De La Garza
Administrative Officer

ELECTIONS BUREAU

Poonam Davis
City Clerk Bureau Manager

LEGISLATIVE BUREAU

Merianne Nakagawa
City Clerk Bureau Manager

RECOMMENDATION:

The City Council authorize the City Manager to execute a contract with K&H Integrated Print Solutions for mailing services and printing of official ballots, sample ballots and vote-by-mail materials in an amount not to exceed \$346,661, plus a seven percent contingency, with an option to authorize the provisions of mailing services and printing of official ballots, sample ballots and vote-by-mail materials in an amount not to exceed \$119,966, plus a seven percent contingency, in administration of the April 10, 2012 Primary Nominating Election (PNE), and the June 5, 2012 General Municipal Election (GME)

DISCUSSION

After issuance of an Request for Proposal in 2007, the City Clerk Department took necessary action to retain the services of K&H Integrated Print Solutions for mailing services, official ballots and vote-by-mail materials in preparation for the PNE on April 10, 2012, and if necessary the GME on June 5, 2012.

For the April 10, 2012 PNE, K&H will provide for: (1) printing and mailing of more than 153,077 sample ballots; (2) printing of 91,846 Official Ballots for use as precinct, vote-by-mail ballots, provisional and test ballots; and (3) preparation and mailing of 36,737 vote-by-mail ballots.

TIMING CONSIDERATIONS

Approval of this action is necessary so that payment for services rendered can be made pursuant to contract requirements of the City Charter.

FISCAL IMPACT

The appropriations necessary to cover the cost of the April 10, 2012 PNE and the June 5, 2012 GME are contained in the City Clerk Department 2012 Fiscal Year Budget.

SUGGESTED ACTION:

Approve Recommendation.

Respectfully submitted,

LARRY G. HERRERA
CITY CLERK