



CITY CLERK DEPARTMENT  
Long Beach, California

**R-15**

LARRY HERRERA  
City Clerk

**ADMINISTRATIVE DIVISION**

*Monique De La Garza*  
Administrative Officer

**ELECTIONS BUREAU**

*Poonam Davis*  
City Clerk Bureau Manager

**LEGISLATIVE BUREAU**

*Merianne Nakagawa*  
City Clerk Bureau Manager

November 5, 2013

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**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 \$616,367, plus a seven percent contingency, in administration of the April 8, 2014 Primary Nominating Election (PNE), and the June 3, 2014 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 8, 2014, and if necessary the GME on June 3, 2014.

For the April 8, 2014 PNE, K&H will provide for: (1) printing and mailing of more than 256,316 sample ballots; (2) printing of 188,163 Official Ballots for use as precinct, vote-by-mail ballots, provisional and test ballots; and (3) preparation and mailing of 81,963 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 8, 2014 PNE and the June 3, 2014 GME are contained in the City Clerk Department 2014 Fiscal Year Budget.

**SUGGESTED ACTION:**

Approve Recommendation.

Respectfully submitted,

LARRY G. HERRERA  
CITY CLERK