



# COMMISSIONERS COURT CONTRACT FORM

## CONTRACT SUMMARY

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Approve and authorize the County Judge to sign the Ballot and Mail Services Agreement with Runbeck Election Services. This is a four year contract, beginning June 26, 2020 to June 26, 2024. This item has been reviewed and approved by the County Attorney's Office. (Contract No. 2020-0375)

### ADDITIONAL BACKGROUND:

Runbeck will perform the ballot printing and mailing services (and related products) that are described in Exhibits A and B for the County of El Paso, Elections Department. Runbeck will complete the initial file for all said elections throughout the contract term.

### FISCAL IMPACT:

Total of services depends on number of pieces mailed per election. Currently amount is undetermined for each election. We will be utilizing the Texas Secretary of State 2020 CARES Act Help America Vote Act Grant (pending fund string).

### PRIOR COURT ACTION:

N/A.

### RECOMMENDATION:

Approve and authorize the County Judge to sign the Ballot and Mail Services agreement with Runbeck Election Services. This is a four year contract, beginning June 26, 2020 to June 26, 2024. This item has been reviewed and approved by the County Attorney's Office. (Contract No. 2020-0375)

## BASIC CONTRACT DETAILS

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CONTRACT NO.: 2020-0375

CONTRACT TITLE: Ballot Print and Mail Services Agreement

SECOND PARTY: Runbeck

CONTRACT TYPE: Services

## TERM AND BUDGET DETAILS

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TERM:

EXTENSION OPTIONS:

EFFECTIVE DATE:

MOD EFFECTIVE DATE (If Applicable):

EXPIRATION DATE:  
MOD EXPIRATION DATE (If Applicable):  
EXTENSION DEADLINE DATE (If Applicable):  
AMOUNT: 0  
MOD AMOUNT (If Applicable):

## **APPROVALS**

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### COUNTY ATTORNEY APPROVAL

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY: Ryan Kerr

LEGAL REVIEW: Approved as to Form with Addendum/Modifications/Reservations Noted Below

LEGAL REVIEW NOTES (If Applicable): Due to issues with how widespread mail-in ballots will be during the COVID-19 pandemic, I (RBK) recommended that the client provide a not-to-exceed amount based on the budget in the agreement and the highest expectations for use of mail-in ballots. Therefore, the price of the contract will be a on a rolling basis, not to exceed a total amount of \$900,000.

DATE: 6/16/2020

### DIRECTOR/DEPARTMENT HEAD APPROVAL

The undersigned hereby certifies that he/she has read the contract, understands and approves the contract terms and conditions and further certifies that the contract conforms to the bid specification, if any, and acknowledges that he/she is responsible for administering all terms and conditions.

DIRECTOR/DEPARTMENT HEAD/DESIGNEE: Lisa Wise

DEPARTMENT CONTACT: Melissa Soto

DEPARTMENT: Elections

DATE: 06/23/2020