



McHenry County RFP 24-7516

McHenry County Purchasing Department
VBM Ballot Package Fulfillment & Polling
Place Ballot Printing
RFP #24-7516

August 2024



VBM Ballot Package Fulfillment & Polling Place Ballot Printing
RFP 24-7516

Runbeck Election Services LLC

2800 S. 36th St.

Phoenix, AZ 85034

602.230.0510

Allen Matuszewski

Sales Director, Strategic Accounts

amatuszewski@runbeck.net

602-781-6818

Runbeck Election Services

2800 S. 36th St.

Phoenix, AZ 85034



August 5, 2024

McHenry County Purchasing Division
2200 N Seminary Avenue
Woodstock, IL 60098

Dear Djuana M Leonard, C.P.M.

Runbeck Election Services LLC (Runbeck) is excited to respond to McHenry County's request for bids to provide vote by mail ballot package fulfillment & ballot place ballot printing for The County elections. Throughout our response we will share detailed information to support why we believe Runbeck is the County's best choice to help achieve your objectives for this project — and beyond.

Experience and Service

Runbeck has over five decades of elections printing, mail ballot inserting and sorting expertise. Our unmatched assembly of industry professionals is the perfect complement to this level of experience. Runbeck's elections-focused team understands processes, procedures, laws, products, and equipment—inside-and-out—and is completely dedicated to helping the County succeed every step of the way. We are committed to giving the County an unbeatable level of service and support to expertly plan and execute your election process.

100% Purpose-built Elections Printing Facility

Our new election-only-print facility is minutes away from the Phoenix USPS Distribution Center and Phoenix Sky Harbor Airport. Runbeck's state-of-the-art, purpose-built facility ensures the County can access the highest quality print and the strictest security standards in the industry—an exceptional advantage for The County.

In addition, Runbeck leads the country in our environmental efforts as it relates to printing. Our commitment to improve the environment is shown in our business strategy, our work with clients, and our governing of operational activities. With our modernized headquarters, we live our commitment every day while increasing our production ability.

Choosing Runbeck as your election partner also means the County has access to a full range of elections-driven capabilities, an innovative suite of solutions, and many other benefits that will exceed your expectations. We respect the importance of this project to the County and appreciate the opportunity to present our proposal.

Very Truly Yours,

Rizwan Fidai, Vice President of Sales



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 EXECUTIVE SUMMARY

Upon review of Runbeck's proposal, the County will notice an important theme centered on terms including "election only", "elections focused", and "election specific". There is powerful meaning behind our use of these terms as they represent what truly distinguishes Runbeck from other responders.

We understand it takes extreme focus, unlike any other industry, to be perfect. The election industry demands it. It is our hope that our elections focus is reinforced and clearly reflected in every facet of our response and makes it clear that we take pride in *Defending Democracy*[®]. Security, Project Management, and the level of Quality Control in our production areas such as Pre-press, Printing, Bindery, Inserting, Sorting, and our tracking of shipments to the mail facility are all very successful, highly refined processes that are "election specific". These competencies are time-tested — developed, over many years of meaningful partnerships within the elections community and they are one of many reasons we are considered, *America's Election Partner*[®].

Runbeck understands the gravity of this project and appreciates the opportunity to present our proposal to the County. We also know that seeing is believing. As such, we cordially invite The County to visit our new, purpose-built elections facility. We guarantee you will discover the difference Runbeck can bring to the County and why our clients consistently choose us for election printing and mailing services.

The Runbeck Difference for The County

The remainder of our Executive Summary highlights our core competencies and what we can offer the County. With a voting population of over 200,000, The County is a perfect fit for Runbeck. We are not the largest mail balloting services company, and we are not the smallest. As a result, our election partners fit a specific "Runbeck profile". These target counties are jurisdictions where we know we can provide the highest level of service possible. Should the County choose us, we guarantee you will never get that "lost in the shuffle" feeling which we understand is common these days.

Further, Runbeck has enjoyed the current partnership with the County on the Agilis Ballot Sorting System that has been in use since the 2020 election cycle. We appreciate the ongoing communication to strive and make the County's processes better. We are looking forward to the opportunity of expanding this relationship by providing the VBM ballot packages along with the polling place ballots. There is a significant advantage to partnering with Runbeck, given that we are already supporting the County when the VBM ballot packages are returned to the office. Having the ability to manufacture the envelopes, optimizing them for use with the Agilis, will increase efficiencies on the backend of the return envelopes being scanned. This will provide less room for error than if another vendor was producing the VBM ballot packages.

Customer Service Excellence

Our experienced team understands the election process from start-to-finish, and we are very proactive when it comes to exceeding our customer's needs. Our knowledge of election law, printing processes, equipment, and, coupled with our personal investment in caring for the customer, is unmatched and completely collaborative which results in bringing both election officials and production personnel together, working as a synchronized team.

The County will also benefit from one point of contact during our proposed relationship — one of our tenured Client Service Managers (CSM) who will expertly guide the County through our processes during each election cycle. This CSM will become, over time, very intuitive to the needs of The County. He or she will develop a customized Election Calendar for The County with key dates and milestones. Based on that calendar, the CSM schedules and adheres to a production schedule which ensures the County can plan visits to our facility to inspect ballots and all election-related material as produced, inserted, and readied for delivery to voters. And finally, the CSM provides the County with credentials to track the mail through our Customer Portal.

Vote-by-Mail Printing, Inserting, & Mail Processing

Runbeck specializes in printing, inserting, and processing inbound and outbound mail ballots using our own in-house mail ballot sorting systems. We average millions of vote-by-mail ballots per election cycle. We serve our customers with high-integrity inserting and sorting using IMB tracking, end-to-end mail ballot tracking, audit, and real-time mail piece status tracking and customer portal access.

Post-Insertion Match

The County receives a final, value-added step to the ballot sorting process. It is truly unique to us and is referred to as a "Post-Insertion Match". We have the ballot packet travel through the sorter process for an additional pass to verify the data and confirm there are no duplicate pieces. Conducting a Post-Insertion Match ensures only the correct inserted material is sent to the voter. This special step is completed with a camera mounted in our inserter — confirming a 1-to-1 data match.

Flexibility

Runbeck works directly with the County to customize a solution specifically for The County. For instance, if the County does not want stubs on ballots, we will produce ballots without stubs that retain full auditability.

State-of-the-Art Technology

The Runbeck team brings together decades of election and process-improvement expertise. Our consultative approach marries proven best practices with evolving, state-of-the-art technology. This results in innovative, reliable solutions that are tailored to meet the County's unique requirements.

Quality Control

Utilizing closed caption and real-time cameras, we monitor the entire workflow process which we pair with the County's Production Schedule. Every single ballot is hand checked and we employ a strict and measurable review of all production equipment before, during, and after election cycles to ensure the highest quality products.

Project Management

Election planning begins well in advance of your election to ensure accurate and timely results. Runbeck's Project Managers work with customers to plan and execute each election regardless of size, schedule, or complexity. Our staff is trained to understand your State and County's election rules resulting in seamless project management from start to finish.

Pre-Press

We protect the receipt of the County's data utilizing a secure VPN and FTP sites with data encryption and 100% back-up protection. Runbeck's pre-press process provides innovative ballot printing quality, 100% version control, file process automation with multiple accuracy check points, and pre-election accuracy testing to successfully meet the demands of each election.

Runbeck utilizes a Coding Accuracy Support System or CASS processing, a certification system from the United States Postal Service for address validation. This validation service processes voter mailing data to ensure voter addresses are valid, complete and are USPS compliant.

Before supplying the County with physical ballot proofs, election setup is conducted utilizing a pre-flight quality control checklist ensuring accuracy of embedded fonts, color, image cropping, artwork, and other necessary tabulation ready requirements.

Ballot Classes are created before processing is conducted for each proof set; creating a run file in preparation for print automation. Once complete, the finalized .xml file is dropped into a 'ticket-input' folder for production. Labels and reports are generated, outlining ballot segment details and variables. This data is crucial to the quality control process and will be used to cross reference and verify segments of ballots during production.

Additionally, pre-press functions are managed by our GMC repository management tool and print stream generator. Delivering high-throughput automation framework and controlling basic load balancing for a smooth print flow.

For vote-by-mail ballots our proprietary Celero Print-Process Management Software is fully automated, verifying, and validating files through the VPN and FTP sites, as well as mail run data files, and tracking files to production groups. Celero's process allows the operator to make a variety of decisions accommodating a vast array of mailing options. Most importantly, by incorporating all data directly into the web print stream, Celero's automation negates the need for company wide access to production files, controlling the risk of accidental changes, corruption, or deletion.

Security

Building and project security is of the utmost importance and due to extensive planning, training, and technology, and thus, security issues or breaches have never incurred. We understand the need for transparency, integrity and security required by election officials and their voters during the electoral process. Runbeck's security has always demonstrated a high standard to our government officials for years. In many cases, these security procedures and technology exceed those of our customers' own facilities. We maintain longtime relationships with our election partners by providing the highest quality, best customer service, and outstanding security.

Built into each of our processes, are security and audit reviews that are strictly adhered to during the project management and production of each print project or equipment implementation.

- ✓ Modernized video surveillance is active throughout the entire production facility.
- ✓ On-site security and alarm systems.
- ✓ A dedicated secure vault for specific election material and secure production areas.
- ✓ All waste material as a product of our manufacturing is immediately placed inside of locked collection bins immediately shredded in a secure area. Or the waste material is securely shipped back to the County, at their request.
- ✓ ID badge-protected doors secure sensitive products and information in all work areas.
- ✓ Secure production areas, as well as entrances, loading docks and parking lots, are continuously monitored by video surveillance.
- ✓ Criminal background checks, drug screening, and reference checks are performed for each employee prior to hire.
- ✓ Runbeck uses the E-Verify program to verify employment eligibility, and a copy of our E-Verify certificate can be provided upon request.
- ✓ Our internal network is hardened with the latest technology to ensure all data is inaccessible through network, or other, intrusion. A secure FTP site is used to transfer large files and data to/from our customers.
- ✓ Personnel at Runbeck have a defined chain of custody role with specific responsibilities regarding the operation of equipment, processes and procedures. Checklists are mandatory and approval levels are established to ensure proper chain of custody controls are adhered to.
- ✓ All visitors entering our facility must sign in upon entry, obtain security badges, and are always accompanied by an authorized person into all production areas.
- ✓ The loading dock area is protected by a secure fence. The loading docks are monitored by 24/7 CCTV and video surveillance.
- ✓ All notification or statement materials will be received into our highly secure warehouse receiving area by designated and authorized personnel.
- ✓ Our facility has on-site postal inspectors who verify the manifests for mail before trucks are loaded.
- ✓ Trucks are required to check into secure docks and drivers are not allowed into the warehouse area.
- ✓ All inbound materials are checked in, verified for accurate counts against the receiving documents.

Print Room

Printing practices are election focused and validated to meet tabulation standards. Our digital printing presses will provide the County premium quality and speed for both color and black and white ballot printing. We can print ballots of virtually any combination of size, page, language, overlay, colorization, and barcode capabilities to meet any election requirement you may have.

At Runbeck, ballot printing continues 24x7 in a humidity and temperature-controlled environment. Ballots are printed by segment on digital high-speed inkjet and laser printers complete with segment cards clearly labeled by segment number, page, quantity, and date with time of completion.

Vote-by-mail ballots receive inline scoring and perforation if required. As segments are completed, samples are pulled and inspected for quality, ensuring that it meets both tabulation and Runbeck's strict quality requirements, including image registration front to back, image position, sheet size, and print quality ensuring reliable tabulation.

Bindery Room

In Runbeck's bindery room, controlled segments of ballots are handled through precision services which may include cutting and stitching of precinct ballots, or cutting, scoring & folding of vote-by-mail ballots. Precinct ballots are processed based on customer requirements which may include stitching, creating ballot pads, shrink-wrapping, or labeling before ballots are packaged and prepared for delivery to election officials. Vote-by-mail ballots are folded in preparation for the inserter and stacked so that the style ID and 2d barcode are visible for the inserter's barcode reader.

Mail Room Insertion

Runbeck engineers have worked closely with equipment manufacturers developing automated software to identify, match, insert, verify, and sort the County's vote-by-mail packets quickly and with accuracy.

From the beginning of insertion, closed loop controls eliminate any operator-level interference through packet completion. If at any time the insertion process is interrupted because of a jam or cover being opened, the ballot packets in process are automatically marked as bad and rejected. This process always results in content accurate vote-by-mail packets with 100% confidence.

Runbeck's vote-by-mail inserters are equipped with high-resolution cameras, 2D barcode scanning capabilities, and optical character recognition.

To read and print from a secure data source, our inserter will utilize a specialized data-based look-up feature. The inserter will read the ballot's visible 2d barcode and identify the ballot style, while automatically determining a corresponding voter data record.

Once the correct ballot style is confirmed, the carrier envelope is ink-jetted directly through the carrier envelope's open window on the inserted return envelope with the voter's mailing address, and 3-of-9 barcode. Additionally, an Intelligent Mail Barcode is ink-jetted onto the bottom corner of the carrier envelope.

Upon inkjet completion, the inserter's computer will automatically remove the used voter data record on file to prevent duplicate mail packets from being re-produced.

The final, integral step in Runbeck's insertion process is our industry unique Post-Insertion Match. Two optical scan cameras verify the voter's information on one side of the vote-by-mail packet, against the visible 2d barcode on the other, ensuring the voter receives the correct ballot every time. If the 2d barcode and voter information does not match, the ballot packet is diverted for manual inspection.

Runbeck's comprehensive process ends with the inserter counting and double-checking post-insertion segment quantities with pre-insertion segment quantities inline before the packets exit the inserter, completely sealed and ready for USPS mail sorting.

Sorting

Runbeck's vote-by-mail postal sorting process provides the County with the highest value of efficiencies and postage discounts. Our sorters are equipped with built-in diagnostics, intelligent mail barcode reading capabilities, and a robust tray management system. Our time-tested processes provide the County with seamless, piece-level integrity.

Segments of freshly addressed vote-by-mail packets are loaded into the sorter and sorted to minimize postage costs. As part of Runbeck's quality control process, the sorter verifies the thickness of the packet, along with capturing a full front image of the finalized vote-by-mail packet.

As the sorter moves packets to designated pockets, the sorter's computer performs quality control verifications; tallying mail packets and confirming correct quantities have been processed. Finally sorted packets are placed in mail trays with postal labels as they come off the sorter and postal paperwork for USPS delivery is created.

Mail Tracking

As an additional service to The County, Runbeck utilizes mail tracking services via desktop software generating serial numbers as part of the Intelligent Mail Barcode on each mail piece. Selected The County employees are given user IDs and passwords ensuring only designated employees can access tracking information specific to the County's mailings.

With ID access, the User is also granted access to other types of data. Based on your jurisdiction's preference, Users can access a voter's tracking information using either the Voter ID or the Application ID to monitor ballot delivery.

Online reports provide the County instant access to ballot delivery performance by date, state, and zip code. Additionally, Runbeck's "look-up feature" gives the County the ability to do both historical and single piece searches across all jobs, offering the County a completely secure audit trail.

A Partner Your County Can Trust

Runbeck's reputation and success in the election industry is attributed to our philosophy of partnering with our customers throughout our relationship. We work closely with all our customers to identify and solve problems, offer beneficial enhancements to our suite of election services or products, and continue to develop new election products.

The combination of our knowledgeable staff, exceptional customer service, extensive understanding of changes and trends in the election industry, use of industry-defining technology and multi-layered security protocols make Runbeck the County's best choice for quality election printing, products, and services.

After reviewing our proposal, we want the County to have an in-depth understanding of our approach to your project, how we'll accomplish your objectives, and the real benefits of forming a partnership with us. We hope The County chooses to experience the difference of a modernized election process, produced by the seasoned professionals at Runbeck.



THE RUNBECK 30 POINT QUALITY ASSURANCE CHECK

Equipment & Paper

- All equipment receives preventative maintenance performed prior to each election cycle.
- Ballot stock is stored in a secure, clean, and climate-controlled environment not exceeding 40% humidity.

Pre-Press

- Pre-press file accuracy processing – each pdf is individually checked for 100% accuracy before placement in repository.
- Runbeck utilizes Coding Accuracy Support System (CASS) processing, a certification system from the USPS for address validation.
- A pre-flight quality control checklist is utilized to ensure accuracy of embedded fonts, color, image cropping and artwork.
- Ballot Classes are created for each proof set. These quantities are verified with Ballot order.

Print Room

- Ballots are printed per segment on digital high-speed inkjet and laser printers complete with segment cards labeled with segment number, page, quantity and date with time of completion.
- Throughout printing, samples are pulled and inspected to ensure tabulation and strict quality requirements are met. Checkpoints include image registration front to back, image position, sheet size and print quality for reliable tabulation.

Insertion

- From start to end of insertion, closed-loop controls eliminate any operator level interference. (If the insertion process is interrupted due to a jam or cover opening, then the ballot packets in process are automatically marked and rejected.)
- Vote-by-mail inserters are equipped with high-resolution cameras and 2D barcodes with scanning capabilities which read up to four cards and matches data.
- The inserter utilizes specialized databased look-up technology to read and print voter data.
- The inserter reads the ballot's visible 2D barcode, identifies the ballot style and automatically determines a corresponding voter data record.
- As a combined ballot packet, the voter's mailing address and 3-of-9 barcode are printed directly on the inserted return envelope through the open window of the carrier envelope.
- An Intelligent Mail Barcode (IMB) is ink-jetted on the carrier envelope which validates the voter's address.
- After printing is complete, the voter data record file is 100% validated—no duplicates can be created.
- Insertion Match: Two optical scan cameras verify the 2D barcode and voter information is a match. Non-validated Ballot Packets are diverted to reprocess.
- A post-insertion segment quantity check verifies initial lists match the completed list prior to sealing and USPS sorting.

Sorting

- Sorters are designed with built-in diagnostics, intelligent mail barcode reading capabilities and a robust tray management system to provide seamless, piece-level integrity.
- The sorter verifies the thickness of the packet and captures a full front image of the finalized VBM packet.
- The sorter's technology performs quality control verifications of tallying and confirming correct quantities of segments.
- Sorted packets are allocated to mail trays with corresponding USPS labels.

Packing & Shipping

- Vote-by-mail ballots and precinct ballots are crated, stacked, shrink-wrapped and labeled.
- A detailed packing slip is included with each shipment. Labeled boxes are palletized in ascending precinct order.
- All pending shipments are under 24-hour surveillance. Loading docks are monitored and accompanied by authorized personnel.
- Trucks are required to check into secure docks and loaded by official Runbeck employees.

Delivery to USPS

- Runbeck's mailing process experts are trained in USPS requirements and laws with the certifications and specifications required for high-integrity mail services.
- Upon delivery, an accurate accounting of each ballot packet and quantity is provided in preparation for delivery to the USPS.
- As an added benefit, mail quantities will be reported by ID required, non-ID required, the number of spoiled ballot packets and the number of voids pulled as specified per client.
- Each shipment is tracked via GPS to allow Runbeck and the client to precisely and always know its location. Runbeck personnel is onsite to receive the shipment to ensure safe and secure delivery.

Mail Tracking

- Runbeck utilizes mail tracking services via desktop software generating serial numbers as part of the IMB on each mail piece. Selected Client Users are assigned user IDs and passwords to limit access tracking information to only designated Users.
- Designated Users can access a voter's tracking information using the Voter ID or the Application ID to monitor ballot delivery.
- Online reports provide instant access to ballot delivery performance by date, state and zip code. The look-up component provides historical and single piece searches across all jobs and a completely secure audit trail.

 KEY PERSONNEL

Runbeck will assign an experienced Client Services Manager (CSM) to manage your project at the notification of the award, and prior to onboarding McHenry County. Led by Rachel Eaglin, the Client Services department is organized into small teams, each with a team lead so that our clients will have ample coverage and expertise throughout an election cycle. Having worked with many jurisdictions from various states with different tabulation vendors, our CSMs have in-depth knowledge of election processes and regulations across the country.

While your dedicated CSM will be assigned prior to onboarding, here are the bios of the Client Services Manager team leads who will help oversee your project:

Rachel Eaglin Manager, Client Services Department

Rachel Eaglin is the Manager of the Client Services Department at Runbeck Election Services, where she has been dedicated to client satisfaction and operational excellence since 2019. With an unwavering focus on delivering exceptional customer experiences, Rachel's collaborative approach and meticulous attention to detail ensure accurate and efficient election outcomes. She works closely with cross-functional teams to innovate and streamline processes, always prioritizing the needs and satisfaction of clients. Known for her strong relationship management skills, Rachel fosters a cohesive team culture that consistently exceeds customer expectations. Outside the office, Rachel enjoys the Arizona sun with her husband, Garrett, and their dog, Tucker. Balancing her professional and personal life, Rachel embodies a true leader, bringing passion and precision to everything she does.

Brian Runbeck Client Services Manager

Brian is a member of the Runbeck family and has been involved with election print production for over 30 years. In recent years, Brian's focus has been on producing ancillary items such as voter information guides, publicity pamphlets, postcards, voter ID cards, and more. Current and recent clients include California counties Placer, Shasta, Yolo and Kings and several jurisdictions in Arizona including the cities of Tempe, Chandler and Glendale, Coconino County, Maricopa County School Districts, and Pima County School Districts to name a few.



Runbeck Election Services is dedicated to providing the most secure, efficient, and innovative election printing and mailing services. With a legacy spanning over 50 years, our comprehensive solutions ensure the integrity and reliability of election processes for jurisdictions of all sizes. Our state-of-the-art 163,000 sq. ft. facility in Phoenix, Arizona, is equipped with advanced technology and staffed by experts committed to excellence and transparency at every stage of the election material production lifecycle. Our services include high-volume ballot printing, automated mail sorting, and precise mailing operations, all underpinned by stringent security measures to protect the integrity of every vote. By continually adapting to the evolving needs of election officials and leveraging our extensive experience, we support the democratic process with unmatched dedication and reliability. Partnering with Runbeck means benefitting from a team that values innovation, integrity, teamwork, and excellence, ensuring your election operations are seamless, secure, and successful. We look forward to the opportunity to contribute to your next election and uphold the highest standards of electoral integrity and efficiency. Thank you for considering Runbeck Election Services for your election service needs.

Allen Matuszewski

Sales Director, Strategic Accounts

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602-781-6818

Runbeck Election Services

2800 S. 36th St.

Phoenix, AZ 85034



McHenry County Purchasing Department
 2200 N Seminary Avenue, Woodstock, IL 60098

RFP 24-7516

VBM Ballot Package Fulfillment & Polling Place Ballot Printing

This Request for Sealed Proposal (RFP) is for the purpose of contracting with a qualified firm to provide VBM ballot package fulfillment and polling place ballot printing, subject to continuing need and availability of funds. All requirements are according to specifications enclosed herein.

Contact Information. Direct all inquiries & communication via email to:

Djuana M Leonard, C.P.M., Procurement Specialist,

E-mail: dmleonard@mchenrycountyil.gov

Any communication regarding this Bid or Request between the date of issue and date of award is required to go through the Procurement Specialist listed (or the Purchasing Administrative Specialist). Unauthorized contact with other McHenry County staff or officers may result in disqualification. Electronic Communication is required.

MANDATORY COVER PAGE
 COVER SHEET - TYPE or PRINT CLEARLY

Company: Runbeck Election Services LLC Contact Person: Allen Matuszewski
 Address: 2800 S. 36th Street City: Phoenix State: AZ Zip Code: 85034
 Email Address: amatuszewski@runbeck.net

SCHEDULE OF EVENTS

July 24, 2024	RFP available on County website
July 31, 2024	Questions due no later than 12:00PM CST , email dmleonard@mchenrycountyil.gov
August 2, 2024	Addendum posted on County website no later than 4:00PM CST
August 9, 2024	<p>Proposals due no later than 9:00AM CST Submit PDFs via email, (20mb limit/email, submit multiple emails if necessary), dmleonard@mchenrycountyil.gov <i>Include scanned copy of Sample Packet</i></p>
August 9, 2024	<p>Physical Sample Packets due no later than 3:00PM CST Late deliveries may result in rejection of RFP submission By mail: McHenry County Government Center Attn: Purchasing RFP 24-7516 2200 N Seminary Ave, Woodstock IL 60098 Drop Off In Person: McHenry County Administration Building Room 200/Purchasing, 667 Ware Rd, Woodstock IL 60098</p>



McHenry County Purchasing Department
2200 N Seminary Avenue, Woodstock, IL 60098

REQUEST FOR PROPOSALS (General Terms and Conditions)

DEFINITION

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible contractor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

EVALUATION of PROPOSAL

The proposals submitted by contractors shall be evaluated solely in accordance with the criteria set forth in the RFP. The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other contractor.

CRITERIA for SELECTION and SUBMISSION REQUIREMENTS

The following criteria and point system shall be used by the selection team to determine the firm or individual(s) most qualified and best suited to perform the work:

1. Qualifications and Project Approach (0-30 points)

Contractor's capability in all respects to perform fully the contract requirements, including approach to project and cost-saving ideas.

2. Cost (0-20 points)

3. Experience (0-40 points)

This includes the contractor's experience for the specific scope of services as set forth herein with projects of similar nature, size, complexity, and requirements as the County.

4. Reference Responses (0-10 points)

Total 100 points

NEGOTIATIONS

The County of McHenry reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the contractor during discussions or negotiations may be held by the County of McHenry as contractually binding on the successful Contractor.



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DESCRIPTION OF WORK AND SPECIFICATIONS

McHenry County seeks proposals for VBM ballot package fulfillment and Polling Place ballot printing, subject to continuing need and availability of funds.

The Vendor must be capable of printing ballots that will be compliant with the series DS-200, DS-850, and DS-450 tabulators from ES&S. Data files are to be uploaded to the Vendor's server via a secure portal. Two-sided .pdf images will be provided to the Vendor, configured for paper that is 14 inches by 8.5 inches wide. Test data files will be provided to the Vendor at least 90 days prior to the election. Live data files will be provided to the vendor, on a daily basis, starting approximately 60 days prior to the election through 5 days prior to the election. Ballots will not be mailed until 40 days prior to the election.

The vendor will provide proofs prior to moving into full production mode. The vendor must have capacity to fulfill and process 5,000 VBM ballot requests per day, with an initial mailing volume of approximately 30,000. The expected volumes are approximately 45,000 for the November Election. All ballots are to be printed on 80-pound Cougar White paper, which the vendor will procure on behalf of the Clerk.

The vendor will also be responsible for purchasing any materials needed for inserts, unless otherwise specifically provided by the Clerk. The vendor will print and mail the VBM ballots. The vendor will also be acting in the capacity of a mailing house for the Clerk.

The mailing house services required include, but are not limited to:

- Receiving mailing address and ballot data
- Procuring the paper and envelopes required for the work
- Printing the appropriate ballot
- Printing additional material for each ballot such as the instruction sheet
- Printing and tracking and Intelligent Mail barcode ("IMB") on outgoing and return envelopes
- Packaging and mailing the materials
- Perform stringent quality control process ensuring **100% accuracy**
- The Vendor must provide a dedicated project manager to ensure production remains on a strict schedule.



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The Vendor's management of the printing and mailing of vote-by-mail ballots shall include, at a minimum, the following:

- Design and develop data processing workflow for core document printing, ballot printing and Return Envelope (RE) ink jetting with associated statistical reporting
- Print components of the ballot package, including but not limited to the following:
 - An instruction page,
 - The ballot,
 - The outgoing mail envelope,
 - The certification envelope, and
 - A return envelope (RE)
- 2D barcode match performed to match components (core documents, ballots, Certification Envelope, and RE), into single window mailing envelope w/permit indicia
- Sort, tray and tag mail trays and deliver to USPS
- Provide daily reporting/updates to the Clerk on fulfilled orders. The Vendor will provide an archive file containing images and data for every voter sent a mail ballot packet

The Vendor shall complete and process the Vote-By-Mail process as follows:

- The process of ballot fulfillment implemented by the vendor must be able to accommodate the Clerks current processes and data structures
- The Vendor will supply envelopes to facilitate the computer-driven matching and inserting
- All envelopes for outgoing mail, incoming mail, and the certification envelope will be personalized for the individual voter
- Parts of the ballot package will require the use of barcodes to ensure proper production. The barcode that appears on the ballot and inserts will NOT have voter information embedded
- Tracking data will be provided to the Clerk so that a voter can see tracking information on both the Original Packet and the Return Envelope



McHenry County Purchasing Department
2200 N Seminary Avenue, Woodstock, IL 60098

The below envelopes will have intelligent mail barcode (“IMB”) attached:

- Outer Envelopes
- After all ballot packages have been verified for accuracy, **Vendor will deliver the ballots to the main post office each day.** The vendor will prepare the proper postal documentation to mail quantity of mail ballots and maintain a log of the number of ballots mailed and postage amount that is debited from the Clerk’s postal permit
- As part of the pre-election testing, Vendor and the Clerk will create a “best practice” daily system for reporting in both directions, confirmation that files uploaded, and files received have a 100% match. Daily logs will be updated so that there is a daily update of the number of packages that have been delivered to the USPS. **If Vendor needs to make technical modifications to the data and data management, it should be built into the pricing**
- Vendor commits to produce, assemble, and manage ballot packages within their organization
- **Sample packets must be provided according to the Schedule of Events:**
(Please include a scanned copy of the Sample Packet with your proposal due no later than 9:00AM CST via email to dmleonard@mchenrycountyil.gov)
Note: **(20mb limit/email)** Submit multiple emails, if necessary.

Physical Sample Packets due **no later than 3:00PM CST**, Late deliveries may result in rejection of RFP submission

By mail: McHenry County Government Center
Attn: Purchasing RFP 24-7516
2200 N Seminary Ave, Woodstock IL 60098

Drop Off In Person: McHenry County Administration Building
Room 200/Purchasing, 667 Ware Rd, Woodstock IL 60098



McHenry County Purchasing Department
2200 N Seminary Avenue, Woodstock, IL 60098

Envelope sizes and features:

- Certification: 8 $\frac{3}{4}$ x 5 $\frac{3}{4}$ (security pattern on the inside)
- Outgoing mail (window): 9 $\frac{1}{2}$ x 6 $\frac{1}{8}$
- Return = 6 x 9

Polling Place ballot printing

A supply of ballots for use in the polling places shall also be provided. These shall be produced from the same stock and printing process as the VBM ballots above.

For the purposes of this RFP, the estimated volume would be approximately 175,000

Test Deck Printing

Vendor will be required to print two (2) sets of test decks and ship them to the Clerk **overnight.**



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MANDATORY PAGE
PROPOSAL PRICING FORM

We, Runbeck Election Services LLC, propose to provide the requested services according to the requirements of this Request for Proposal. We also certify that this written proposal is valid for 120 days from the day of this proposal and the attached information is received and filed by the County of McHenry.

Costs Below Should Be Based Upon the Estimated Quantity of: 175,000

Vote By Mail (VBM) Total Costs: \$ \$61,400

Polling Place Ballot Total Costs: \$ \$54,250

LUMP SUM OF ALL COSTS (excluding postage) TO COMPLETE THIS PROJECT:

\$ \$115,650

Please list any EXCEPTIONS to this RFP. If there are none, write "NONE".

 NONE



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2200 N Seminary Avenue, Woodstock, IL 60098

**MANDATORY PAGE
REFERENCES**

Please list three (3) references, other than McHenry County, you have done similar work, service or supplied similar products to within the last twelve (12) months. **Email address required. It is the vendor's responsibility to ensure references respond to the County, as required.**

Entity: Sacramento County, CA Contact Person: Hang Nguyen

Address: 7000 65th St A City, State, Zip Code: Sacramento County, CA 95823

Email Address: nguyenha@saccounty.gov

Entity: DuPage County, IL Contact Person: Scott MacKay

Address: 421 N. County Farm Rd. City, State, Zip Code: Wheaton, IL 60187

Email Address: scott.mackay@dupagecounty.gov

Entity: Peoria County, IL Contact Person: Elizabeth Gannon

Address: 4422 Brandywine Dr. City, State, Zip Code: Peoria, IL 61614

Email Address: egannon@peoriaelections.gov



McHenry County Purchasing Department
2200 N Seminary Avenue, Woodstock, IL 60098

**MANDATORY PAGE
CERTIFICATONS PAGE**

- I acknowledge to have read, understand, and agree to the **Bid or Request Documents** Provided for this Bid or Request as posted on McHenry County’s Website Yes
- I acknowledge to have read, understand, and agree to the policies contained within the **McHenry County Purchase Ordinance**, revised November June 1, 2023 Yes
- I acknowledge I have read, understand, and agree to the **Standard Terms and Conditions** provided for this Bid or Request as posted on McHenry County’s website. Yes
- I acknowledge to have read, understand, and agree to all **Addenda** provided for this Bid or Request as posted on McHenry County’s website. Yes
- Vendor certifies it has reviewed, completed & *submitted the* Mandatory *County of McHenry Vendor Information Form (6of7) & W-9 (7of7)* Yes
- I acknowledge there to be no less than **NINE (9) Mandatory Pages**, including: Cover Page, Sample Packet, Proposal Pricing Page, References Page, Certifications Page, Signature Page, W-9, New/Updated Vendor Info. Form (2 pages) Yes
- Submitter certifies it has not been barred from contracting with a unit of State or Local Government because of a violation of Section 33E-3 or 33E-4 of the **Criminal Code of 1961, as amended.** Yes
- Vendor certifies it is aware that all contracts for the Construction of Public Works are subject to the **Illinois Prevailing Wage Act** (820 ILCS 130/1-12) and this Bid or Request Is Subject to, Is NOT Subject to the Illinois Prevailing Wage Act. Yes
- Vendor acknowledges this Bid or Request Is Subject to, Is NOT Subject to the **Employment of Illinois Workers in Public Works Act** (30 ILCS 570/3) and will comply with the requirements set forth in this Act. Yes
- I acknowledge this Bid or Request Requires, Does NOT Require a **Bid Bond** Yes
 - **Bid Security shall be in an amount equal to at least ten percent (10%) of the amount of the Bid** except for the Division of Transportation, which should be at least five percent (5%).
- Under penalties of perjury, I certify that my correct **Federal Taxpayer Identification Number** is: 20-2681027
- I am doing business as a (please indicate one): Sole Proprietorship Corporation: State of Incorporation: AZ Partnership Other _____
- State full names, titles and addresses of all responsible principles and/or partners below and/or Authorized Negotiators:

Name and Title: Allen Matuszewski, Sales Director of Strategic Accounts

Email: amatuszewski@runbeck.net

Name and Title: Rizwan Fidai, Vice President of Sales

Email: rfidai@runbeck.net



McHenry County Purchasing Department
2200 N Seminary Avenue, Woodstock, IL 60098

MANDATORY PAGE
SIGNATURE PAGE

- I have carefully examined the Bid or Request, Scope of Work, Specifications, and any other documents accompanying or made a part of this Bid or Request. I hereby propose to furnish the goods or services specified. I agree my proposal will remain firm for a period of up to 120 days from due date to allow the County time to evaluate the qualifications submitted. I verify all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit on behalf of the firm as its act and deed, and the firm is ready, willing, and able to perform if awarded the contract. I further certify, under oath, this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and the Undersigned executed this Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Individual/Company/Corporation: Runbeck Election Services LLC

Business Address: 2800 S. 36th Street

City, State and Zip Code: Phoenix, AZ 85034

Printed Name and Title: Rizwan Fidai, Vice President of Sales

Signature:  **Date:** 8/6/2024

Telephone Number: 602-884-0884 **Email:** rfidai@runbeck.net

Witness Printed Name: Allen Matuszewski, Sales Director of Strategic Accounts

Witness Signature:  8/6/2024

End of Document

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Runbeck Election Services, LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>C</u> Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 2800 S. 36th St	Requester's name and address (optional)
6 City, state, and ZIP code Phoenix, AZ 85034	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
or										
Employer identification number										
2	0		-	2	6	8	1	0	2	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>8/28/2023</u>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



COUNTY OF McHENRY
Procurement & Special Services
2200 N. Seminary Ave., Woodstock IL 60098
E-Mail: purchasing@mchenrycountyil.gov

New/Update Vendor Information Form

This is a fillable PDF form. ALL FIELDS ARE REQUIRED. Enter all information, save it to your device, or print. W-9 must be included to complete the vendor onboarding process

Form with 10 numbered sections: 1. INFORMATION TYPE (New/Change/Update), 2. FEDERAL I.D. # OR SOCIAL SECURITY #, 3. DATE, 4. BUSINESS NAME & ADDRESS, 5. REMIT ADDRESS FOR PAYMENTS, 6. STATUS OF OWNERSHIP, 7. HOW ARE YOU CERTIFYING?, 8. PRIMARY CONTACT PERSON, 9. PERSONS AUTHORIZED TO SIGN, 10. I hereby certify that the information supplied herein is true and correct.



COUNTY OF McHENRY
Procurement & Special Services
 2200 N. Seminary Ave., Woodstock IL 60098
 E-Mail: purchasing@mchenrycountyil.gov

Commodity and Service List

Please select all appropriate categories. Please do not select all.

- Addressing, Copying, and Duplicating Machine Supplies
- Agricultural Equipment, Implements, Accessories
- Air Conditioning, Heating, Ventilating Equipment, Parts
- Amusement, Decorations, Entertainment, Gifts, Toys
- Appliances and Equipment, Household Type
- Architectural Services, Professional
- Audio Visual Consulting Services
- Automobiles, School Buses, SUVs, Vans
- Automotive Accessories Automobiles, Buses, Trailers, Trucks
- Badges, Awards, Emblems, Name Tags, Plates, Jewelry
- Barrels, Drums, Kegs, Containers
- Boats, Motors, Marine Equipment
- Building Construction Services, New
- Building Maintenance, Installation, and Repair Services
- Cafeteria and Kitchen Equipment, Commercial
- Cafeteria and Restaurant Services
- Chemical Laboratory Equipment and Supplies
- Chemicals and Solvents, Commercial (in bulk)
- Clinical Laboratory Reagents, Tests
- Clothing: Athletic, Casual, Dress, Uniform, Weather, Work Related
- Communications and Media Related Services
- Computer Accessories and Supplies
- Computer Hardware and Peripherals
- Computer Software Microcomputers, Systems, Including Cloud-Based
- Concrete and Metal Products, Culverts, Pilings, Septic Tanks, Accessories
- Construction Services, General (Incl. Maintenance Repair Services)
- Consulting Services
- Coolers, Drinking Water (Water Fountains)
- Court Reporting Services
- Data Processing, Computer, Programming, Software Services
- Decals and Stamps
- Draperies, Curtains, Upholstery Material
- Document Shredding Services
- Drugs and Pharmaceuticals
- Educational/Training Services
- Electrical Equipment, Components, Parts, Accessories
- Elevators, Escalators, Moving Walks (Building Type)
- Energy Collecting Equipment, Accessories: Solar, Wind
- Engineering and Architectural Equipment, Surveying Equipment, Drawing
- Engineering Services, Professional
- Envelopes, Plain
- Environmental and Ecological Services

- Environmental Protective Equipment (Inside, Outside)
- Equipment Maintenance Repairs Automobiles
- Equipment Maintenance Repair General Equipment
- Fencing
- Fertilizers and Soil Conditioners
- Financial Services
- Fire Protection Equipment and Supplies
- First Aid and Safety Equipment and Supplies
- Flags, Flag Poles, Banners, Accessories
- Floor Covering, Floor Covering Installation, Removal Equipment
- Floor Maintenance Machines, Parts, Accessories
- Foods, Frozen
- Foods, Bakery Products (Fresh)
- Foods, Dairy Products (Fresh)
- Foods, Perishable
- Foods, Staple Grocery, Grocer's Misc. Items
- Forestry Services
- Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms
- Fuel, Oil, Grease, Lubricants
- Furniture: Health Care, Hospital and/or Doctor's Office
- Furniture: Laboratory
- Furniture: Office
- Gases, Containers, Equipment, Laboratory, Medical, Welding
- Hand Tools (Powered and Non-Powered), Accessories
- Hardware and Related Items
- Health Related Services
- Hospital, Surgical, Medical Related Accessories, and Sundry Items
- Human Services
- Insurance and Insurance Services
- Janitorial Supplies, General
- Laboratory and Field Equipment and Supplies
- Laundry, Dry Cleaning Equipment, Accessories, Supplies, Commercial
- Laundry, Dry Cleaning Services
- Law Enforcement Services
- Lawn Maintenance Equipment, Accessories
- Library and Subscription Services
- Lumber, Siding, and Related Products
- Machinery and Hardware, Industrial
- Management Services
- Marine, Construction and Related Services, Marine Equipment Maintenance
- Markers, Plaques, Traffic Control Devices
- Mass Transportation - Transit Bus

- Mass Transportation - Transit Bus Accessories, Parts
- Material Handling, Conveyors, Storage Equipment, Accessories
- Metal, Paper, Plastic Stencils and Stenciling Devices
- Moving Services
- Office Supplies, General
- Paper For Office and Print Shop Use
- Pesticides and Chemicals: Agricultural & Industrial
- Plumbing Equipment, Fixtures, Supplies
- Police, Prison, Security Access Equipment, Supplies
- Power Generation Equipment, Accessories, Supplies
- Printing and Typesetting Services
- Public Works and Related Services
- Publications, Audiovisual Materials, Books, Textbooks
- Pumping Equipment, Accessories
- Radio Communication Equipment, Accessories, Supplies
- Real Property; Rental or Lease
- Rental or Lease of General Equipment
- Rental or Lease of Clothing
- Rental or Lease Services of Computers
- Road and Highway Building Materials
- Road and Highway Equipment
- Roadside, Grounds, Recreation, Park Area Services
- Salt (Sodium Chloride)
- Sampling, Sample Preparation Services
- Security, Fire, Safety, and Emergency Services
- Signs, Sign Materials, Sign Making Equipment, Related Supplies
- Signs, Sign Materials, Sign Making Equipment, Related Supplies
- Sporting Goods, Athletic Equipment, Athletic Facility Equipment
- Spraying Equipment
- Steam and Hot Water Boilers, Steam Heating Equipment
- Tanks
- Telecommunication Equipments, Accessories, Supplies
- Television Equipment and Accessories
- Testing and Calibration Services
- Textiles, Fibers, Household Linens, Piece Goods
- Tires, Tubes (Incl. Recapped/Retreaded Tires)
- Transportation Services (Not Otherwise Classified)
- Travel
- Trucks
- Venetian Blinds, Awnings, Shades
- Veterinary Equipment, Supplies
- Water and Wastewater Treating Chemicals
- Water Supply, Groundwater, Sewage Treatment, Related Equipment
- Welding Equipment and Supplies
- X-Ray, Radiological Equipment And Supplies

OTHER / NOT LISTED - Please Describe Below

Election services
Print & Mail

Cook County Clerk's Office
Cook County Election Department
69 W. Washington St., Suite 500
Chicago, IL 60602-1380

RETURN SERVICE REQUESTED

Mail-In Ballot

Бюллетень Для Голосования По Почте
Бюлетень Для Голосування Поштою
Głosowanie Korespondencyjne
Boleta de Votante en Ausencia
الاقتراع عن طريق البريد
Mail-In na Balota
टपालमा मतपत्रक
मेल में मतदान



DUPAGE COUNTY CLERK - ELECTION DIVISION
PO BOX 1087
WHEATON, IL 60187-1087

RETURN SERVICE REQUESTED

Vote by Mail voter's ballot
See instructions enclosed
Boleta de Voto por Correo
Ver las instrucciones adjuntas



Official Vote by Mail Balloting Material - First - Class Mail
Material Oficial para Votación de Voto por Correo -Correo de Primera -Clase

Revised March 2024
SBE No. B-1-1A 10 ILCS 5/19-5
AB-3DP-BL
RES

 **GABRIELLA CÁZARES-KELLY**
PIMA COUNTY RECORDER
P.O. BOX 3145
TUCSON, AZ 85702-3145

NONPROFIT ORG
U.S. POSTAGE
PAID
PIMA COUNTY
RECORDER

ELECTRONIC SERVICE REQUESTED



OFFICIAL BALLOT MATERIAL ENCLOSED