

RESOLUTION

Resolution Authorizing Entering into a Contract with Runbeck Election Services for Ballot Printing and Mailing Services for the 2025 Consolidated Election at a cost not to Exceed \$77,090 (14)

WHEREAS, the McHenry County Clerk's Office is required to print and mail ballots for the Consolidated Election; and

WHEREAS, the services for the ballot printing and mailing include the printing of ballots, outer outbound envelopes, return envelopes, certification envelopes, instruction sheets, graphic design and layout of the mail components, automated folding and insertion, as well as barcoding the envelopes to correlate with data provided by the McHenry County Clerk's office; and

WHEREAS, Runbeck Election Services of Phoenix, Arizona met the requirements as stated in RFP 24-7516, was subsequently selected to perform the work, delivered substantially similar work for the County Clerk for the 2024 General Election, and met the quality and cost requirements as set forth in the RFP; and

WHEREAS, the County Clerk requests authorization to enter into a contract with Runbeck Election Services of Phoenix, Arizona to procure the ballot printing and mailing services required for the 2025 Consolidated Election.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes and directs the Director of Procurement and Special Services to enter into a contract with Runbeck Election Services of Phoenix, Arizona for ballot printing and mailing services, at a cost not to exceed \$77,090; and

BE IT FURTHER RESOLVED, that said costs are accounted for in the County Clerk's FY2025 budget, line item 405500-40-14-1410-100 (Contractual Printing – Elections); and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the County Clerk, the Director of Procurement and Special Services; the Chief Financial Officer; and the County Administrator.

DATED at Woodstock, Illinois, this 18th day of February, A.D., 2025.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing Entering into a Contract with Runbeck Election Services for Ballot Printing and Mailing Services for the 2025 Consolidated Election at a cost not to Exceed \$77,090 (14)

Board / Committee Action Requested:

We request the County Board approve the request to enter into the contract with Runbeck Election Services for ballot printing and mailing.

Background and Discussion:

An RFP was issued prior to the 2024 General Election and six companies responded. Runbeck was chosen due to cost, capability, references, technology, and experience in this field. Their execution during that election was excellent and we wish to utilize them again to reduce repetitive costs and maintain consistency.

Impact on Human Resources:

None

Impact on Budget (Revenue; Expenses, Fringe Benefits):

Detail the financial implications, including:

- Where is the money coming from?
 - Was it budgeted? **Yes**
 - Is it from a grant? Is there a match? **No**
 - Is the money coming from the fund reserve? **No**
- Will it be an ongoing expense? **No**
- Why was this not addressed during the budget development process? **It was budgeted.**
- Can this wait until the next budget is developed? **No**

Impact on Capital Expenditures:

None.

Impact on Physical Space:

None.

Impact on Other County Departments or Outside Agencies:

None.

Conformity to Board Ordinances, Policies and Strategic Plan:

Conforms.