



McHenry County, Illinois – 2025

Budget Estimates

Description: Ballot Printing – 80#

- ✓ 14" Ballot – Initial MRDF 1 & MRDF 2 = \$.29 per ballot card
- ✓ 14" Ballot - Test Deck = \$.50 per ballot card
- ✓ 14" Ballot – Election Day (Poll) = \$.29 per ballot card
- ✓ Election Set-up Fee = **\$5,500**
- ✓ Standard ground shipping to local USPS = **Actual Shipping**. If Dropped in Phoenix = **\$75**

Description: Outgoing Process

- ✓ Insertion of 4 Pieces = \$.25 per packet
- ✓ Supplemental File Fee = \$ 500.00
- ✓ Mailing Tracking Outbound/Inbound = \$0.02 per piece
- ✓ Mail Packet Sortation for USPS = \$0.03 each
- ✓ Mailing Services = **Included**
- ✓ USPS Coord. & Statements = **Included**
- ✓ Postage = **Actual USPS Automation rates**

Description: Envelopes/Inserts

- ✓ Outgoing – Black/0 28# WW = \$.25 per envelope
- ✓ Outgoing No Indicia- Black/0 28# WW = \$.25 per envelope
- ✓ Certification Envelope- Black/Black 28# WW = \$.26 each
- ✓ Reply Envelope Variable IMB = \$.23 each
- ✓ Voter Instruction Insert- Black/0 60# Offset Stock = \$0.14 per piece
- ✓ USPS Mail Piece Consult & Design = **Included**
- ✓ Initial Envelope Composition = **Included**

Standard Contract Fees:



- ✓ Test Ballots = **\$500 fee per set**
- ✓ BallotTrax Setup = **\$150 per election**
- ✓ Ballot PDF Replacement = **\$150 per set**
- ✓ Artwork Redesign, Envelopes, and Inserts = **\$300 per item**
- ✓ Blank Ballot Stock Paper - 11" – 17" = **\$0.185 each sheet**
- ✓ Blank Ballot Stock Paper - 18" - 22" = **\$0.21 each sheet**
- ✓ Blank Ballot Stock Paper, Perf or Score = **\$0.045 each sheet**
- ✓ Shrink Wrapping (packages of 250 each or more) = **\$.01 each sheet**
- ✓ Shrink Wrapping (packages of less than 250 each) = **\$.02 each sheet**
- ✓ ***Optional*** PackeTrak SaaS (tracking of envelopes through Post Office) = **\$5,000 per year**
- ✓ ***Optional*** PackeTrak Setup Fee = **\$1,500 per election**
- ✓ ***Optional*** PackeTrak Roundtrip (to apply unique IMB to envelopes) = **\$.06 each packet**

Estimated Pricing Summary (February):

- Ballot 14" – 4,000 x \$.29 = **\$1,160**
- Ballot 14" Election Day (Poll) – 35,000 x \$.29 = **\$10,150**
- Insertion Fee – 4,000 x \$.25 = **\$1,000**
- Mail Tracking Setup = **\$150**
- Mail Tracking Outbound/Inbound - 4,000 x \$.02 = **\$80**
- Certification Envelope – 4,000 x \$.26 = **\$1,040**
- Outgoing envelopes – 4,000 x \$.25 = **\$1,000**
- Reply envelopes – 4,000 x \$.23 = **\$920**
- Voter Instruction Insert – 4,000 x \$.14 = **\$560**
- Sortation for USPS – 4,000 x \$.03 = **\$120**
- Setup fees = **\$5,500**
- **Total Estimated Cost = \$21,680 (not including shipping and postage)**

Estimated Pricing Summary (April):

- Ballot 14" – 34,000 x \$.29 = **\$9,860**
- Ballot 14" Election Day (Poll) – 74,000 x \$.29 = **\$21,460**
- Insertion Fee – 34,000 x \$.25 = **\$8,500**
- Mail Tracking Setup = **\$150**
- Mail Tracking Outbound/Inbound - 34,000 x \$.02 = **\$680**
- Certification Envelope – 34,000 x \$.26 = **\$8,840**
- Outgoing envelopes – 34,000 x \$.25 = **\$8,500**
- Reply envelopes – 34,000 x \$.23 = **\$7,820**
- Voter Instruction Insert – 34,000 x \$.14 = **\$4,760**
- Sortation for USPS – 34,000 x \$.03 = **\$1,050**
- Setup fees = **\$5,500**
- **Total Estimated Cost = \$77,090 (not including shipping and postage)**

Pricing Adjustment



- ✓ For any election in which quantity or page count is not consistent with above, Runbeck will provide the County with a revised quote that reflects the actual quantity and page count.