

BOARD OF PUBLIC WORKS
SECRETARY'S ACTION AGENDA
APPENDIX
August 10, 2022



SUPPLEMENTAL

APP 13

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A7. STATE BOARD OF ELECTIONS

Contract ID: Voter Registration Applications
ADPICS No. D38P2600224

Contract Type: Commodities, Supplies, and Equipment (CSE)

Description: Print and ship 162,400 Voter Registration Applications (VRAs) for use and distribution by the State Board of Elections and local boards of elections. Shipment of the applications is required by July 17, 2022.

Procurement Method: Emergency

Bids: Taylor Communications Inc. \$ 103,862
Byron, MN

Award: Taylor Communications Inc.

Amount: \$103,862

Term: 6/17/2022 – 7/17/2022

Date Emergency Declared: 6/17/2022

Contract Award Date: 6/17/2022

Date Emergency Reported: 6/24/2022

MBE / VSBE Participation: 0% / 0%

Fund Source: 100% General Funds
Appropriation Code: D38I0102

Remarks: Nature of Emergency: The local boards of elections deploy Voter Registration Applications with their Election Day supplies as a contingency plan for the same day registration process. If the State Board of Elections (SBE) followed the standard procurement process, the contract would not be awarded in time for pre-election delivery.

Delaying the award also increases the risk that paper would not be available to fulfill the order.

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APP 14

SUPPLEMENTAL

A7. STATE BOARD OF ELECTIONS (cont'd)

Remarks (cont'd):

SBE made an emergency procurement award on June 17, 2022. Since the contract total for printing and shipping of these applications was historically under \$50,000, SBE did not anticipate that the amount would dramatically exceed our delegation. The single bid and the higher-than-expected cost are attributed to the extreme shortage in the paper market currently.

This year's timeline for this procurement is tight. SBE annually prints Voter Registration Applications and aligns the printing with the end of each legislative session to ensure that the Voter Registration Applications includes any recently enacted legislative changes. While the application did not need to be updated as a result of the 2022 Legislative Session, changes to the oath printed on the Voter Registration Applications were proposed at the April 27, 2022, meeting of the State Board of Elections and approved at its June 2, 2022, meeting.

Basis for Selection: In 2021, SBE conducted a certification process in which three vendors were certified as capable of providing Voter Registration Applications based on paper samples provided and approved by SBE's Director of Voter Registration. The three certified vendors are: Taylor Communications, Fort Orange Press, and Runbeck Election Services.

When SBE issued the procurement request to the certified vendors, only 1 of the 3 certified vendors was able to secure the required paper stock despite their best efforts. This vendor was only able to secure paper after an extensive search exploring many paper sources not commonly used by the vendor, due to the current paper shortage.

Resident Business: No

Tax Compliance No.: 22-3388-1111

This item was withdrawn from the July 27th, 2022 BPW Meeting as Secretary's Appendix Item A1.

BOARD OF PUBLIC WORKS ACTION:

THIS REPORT WAS:

ACCEPTED

REMANDED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION