



INTEROFFICE MEMORANDUM

TO: Board of Commissioners
FROM: Office of the County Manager
DATE: April 12, 2022
SUBJECT: Agenda Item # 22-0239 Revision

The attached agenda item has been revised to include the following changes by the Department of Purchasing & Contract Compliance:

1. Project name correction
2. Project description correction
3. Correction to effective date: Effective upon BOC approval through December 31, 2022 with two renewal options.
4. Addition of the Contractor Performance Report

#22-0239 - Registration & Elections

Request approval of the lowest responsible bidder - Registration and Elections, 22ITBC031722MH- C, Printing Ballots for absentee voting in an amount not to exceed \$76,610.00 to Tattnall Journal, Inc. dba Tattnall Ballot solutions (Reidsville, GA) to provide ballot printing services for the May 24, 2022 General Primary Election. Effective upon Board approval. **for the printing of Dominion Voting Systems election ballots for the 2022 General Municipal and Special Elections and Runoffs. Effective upon BOC approval through December 31, 2022 with two renewal options.**

Thank you



Fulton County Board of Commissioners

Agenda Item Summary

Agenda Item No.: 22-0239

Meeting Date: 4/13/2022

Department

Registration & Elections

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of the lowest responsible bidder - Registration and Elections, 22ITBC031722MH-C, Printing Ballots for absentee voting in an amount not to exceed \$76,610.00 to Tattnall Journal, Inc. dba Tattnall Ballot solutions (Reidsville, GA) ~~to provide ballot printing services for the May 24, 2022 General Primary Election. Effective upon Board approval.~~ **for the printing of Dominion Voting Systems election ballots for the 2022 General Municipal and Special Elections and Runoffs. Effective upon BOC approval through December 31, 2022 with two renewal options.**

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-373, all competitive sealed bids of more than \$49,999.99 shall be forwarded to the Board of Commissioners for approval.

Strategic Priority Area related to this item *(If yes, note strategic priority area below)*

Open and Responsible Government

Commission Districts Affected

- All Districts
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6

Is this a purchasing item?

Yes

Summary & Background

~~On February 25, 2022, the Department of Purchasing & Contract Compliance issued a solicitation 22ITBC031722MH-C, Printing Ballots for Absentee Voting. Based on the budget estimate of \$100,000 per election for the services provided by the User Department, the Department of Purchasing & Contract Compliance threshold requirements made the solicitation a formal solicitation and was issued as an Invitation to Bid - Commodity ("ITBC").~~

~~**Scope of Work:** This vendor will provide the ballot style setup, provide pre-filled ballots for test deck~~

~~and print ballots for non-partisan absentee, advance voting and Election Day, based on 5% of 820,000 registered voters, size 11" or 14." Ballots will be produced on a Sub 80lb Dominion-ImageCast VoteSecure IR security ballot paper. The purpose of this Invitation to Bid – Commodity (“ITBC”) is to establish an indefinite quantity, firm fixed price contract to be used as the primary source for the commodities/goods listed in the attached specifications. Commodities will be ordered from time to time in such quantity as may be needed to fill any requirements of the County. As it is impossible to determine the precise quantities that may be needed during the contract period, the Vendor is obligated to deliver in minimum/maximum quantities contracted for in accordance with the specific conditions of this bid. The Bidder declares that he understands that the quantities shown for the unit prices items are the estimated annual use and are subject to either increase or decrease, and that should the quantities of any of the items of work be increased, the Bidder proposes to provide the item(s) at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that the item(s) will be provided at the unit price bid and will make no claim for anticipated profits for any decrease in quantities; and that actual quantities will be determined upon order, at which time adjustments will be made to the contract amount by direct increase or decrease.~~

Scope of Work: To provide for the printing of Dominion Voting Systems election ballots for the Department of Registration and Elections based on the detail product specifications and requirements for ballot printing services by a Dominion qualified ballot printer in good standing. Ballot printer must have the ability to access and print on the security ballot stock required by Georgia Law.

Community Impact: None

Department Recommendation: Recommend Approval

Project Implications: Compliance with state election laws

Community Issues/Concerns: ~~Absentee Ballots availability.~~ **Availability of ballots**

Department Issues/Concerns: Compliance with state election laws

Contract Modification This is a new procurement

Contract Value:	\$76,610.00
Prime Vendor:	The Tattnell Journal, Inc., dba Tattnell Ballot Solutions
Prime Status:	Non-Minority
Location:	Reidsville, GA
County:	Tattnell County
Prime Value:	\$76,610.00 or 100%
Total Contract Value:	\$76,610.00 or 100%
Total MFBE Value:	\$-0-

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

Exhibit 1: Bid Tabulation Sheet

Exhibit 2: Qualification Letter

Exhibit 3: Contractor Performance Report

Contact Information *(Type Name, Title, Agency and Phone)*

Nadine Williams, Interim Director, Registration & Elections

Contract Attached

No

Previous Contracts

Yes

Total Contract Value

Original Approved Amount:	\$0.00
Previous Adjustments:	\$0.00
This Request:	\$76,610.00
TOTAL:	\$76,610.00

Grant Information Summary

- Amount Requested: Cash
- Match Required: In-Kind
- Start Date: Approval to Award
- End Date: Apply & Accept
- Match Account \$:

Fiscal Impact / Funding Source

Funding Line 1:

100-265-2654-1459: General, Registration & Elections, Printing - \$76,610.00

Key Contract Terms	
Start Date: Effective upon BOC Approval	End Date: 12/31/2022
Cost Adjustment:	Renewal/Extension Terms:
	Two (2) Renewal Options

Overall Contractor Performance Rating:

Agenda Item No.: 22-0239

Meeting Date: 4/13/2022

Would you select/recommend this vendor again?

Choose an item.

Report Period Start:

Report Period End:



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

BID TABULATION SHEET PROJECT NAME: BALLOT PRINTNG

PROJECT NUMBER: 22ITBC031722MH-C
DATE: March 28, 2022
TOTAL NUMBER OF BIDDERS: 1

Mark Hawks,
Chief Assistant Purchasing Agent

* CONTRACTOR'S NAME	TOTAL BASE BID AMOUNT
Tattnall Ballot Solutions, LLC	\$76,610

*INDICATES BUSINESS IS LOCATED IN FULTON COUNTY

THE RESULTS RECEIVED IN RESPONSE TO THIS SOLICITATION DOES NOT REFLECT AWARD OF THIS CONTRACT. RESPONSES WILL BE FURTHER EVALUATED BY FULTON COUNTY REPRESENTATIVES.

June 18, 2021

Russ Rhoden, CEO
Tattnall Printing
114 B. North Main St.
Reidsville, GA 30453

Dear Russ:

Dominion extends to Tattnall Printing, of Reidsville, GA, a two-year qualification as a manufacturer and finisher of ImageCast ballots within the state of Georgia. This is granted based on the scope of testing under Dominion's Independent Printer Qualification process. The scope of testing included:

- 11" to 18" ballots both one and two sided
- Black and white ballots
- Ballots printed on a OCE VarioPrint press located at the Georgia facility.

Test Procedures:

Visual Inspection: Ballots appeared to be free of blemish or damage. Scores were properly placed within finishing specifications. Packaging looked professional and met the requirements.

Measurements: Samples of all batches were taken with no measurement reading outside of required limits

Scan Testing: All ballots scanned without issue.

Ink/Toner Fastness: Ballots met required limits.

Densitometer Readings: Ballot ink/toner density met required limits

The address and contact information for Tattnall Printing is listed below:

Tattnall Printing
114 B. North Main St.
Reidsville, GA 30453

Russ Rhoden
russrhoden@tjournal.net
912-557-6761

This 2-year qualification is conditional with the compliance of the qualification terms and conditions. Violation of these terms could result in this qualification to be revoked.

Dominion will not be auditing or testing Tattnall Printing on an ongoing basis. It the responsibility of Tattnall Printing to continue operational practices to keep ballots within specification.

As always, thank you for your participation in our quality program.

Sincerely,



R. Paul Holmes
Dealer Channel & Print Qualification Manager
Dominion Voting Systems



**DEPARTMENT OF PURCHASING &
CONTRACT COMPLIANCE**

CONTRACTORS PERFORMANCE REPORT

GOODS AND COMMODITIES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
Purchaser Order Number		Purchase Order Date	
Department			
Bid Number		Service Commodity	
Contractor			

Performance Rating

0 = Unsatisfactory	Achieves contract requirements less than 50% of the time not responsive, effective and/or efficient; unacceptable delay; incompetence; high degree of customer dissatisfaction.
1 = Poor	Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customer somewhat satisfied.
2 = Satisfactory	Achieves contract requirements 80% of the time. Generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.
3 = Good	Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied
4 = Excellent	Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.

1. Quality of Goods/Services	(Specification Compliance – Technical Excellence – Reports/Administration – Personnel Qualification)
0	
1	
2	
3	
4	

2. Timeliness of Performance	(Were Milestones Met Per Contract – Response Time (per agreement, if applicable) – Responsiveness to Directions/Change – On Time Completion Per Contract)
0	
1	
2	
3	
4	

3. Business Relations		(Responsiveness to Inquires – Prompt Problem Notifications)
	0	
	1	
	2	
	3	
	4	
4. Customer Satisfaction		(Met User Quality Expectations – Met Specification – Within Budget – Proper Invoicing – So Substitutions)
	0	
	1	
	2	
	3	
	4	
5. Contractors Key Personnel		(Credentials/Experience Appropriate – Effective Supervision/Management – Available as Needed)
	0	
	1	
	2	
	3	
	4	

Overall Performance Rating		Date	
Would you select/recommend this vendor again?			
Rating completed by:			
Department Head Name:			
Department Head Signature			

After you have completed filling out the form:
 Submit the for to Purchasing
 Print a copy of the form
 Save the form