



Macros Must Be Enabled -- Please Re-open and Enable  
**Suspension of Competition Acquisition Request**

[Email Me]  
Double click!

1. Fully describe the product(s) and/or service(s) being requested.  
The vendor provides ballot printing, vote by mail processing, vote by mail envelopes, voter services mailers, and mailing services for the aforementioned products.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.  
Integrated Voting Systems (IVS)  
Eric Kozlowski, President  
496 Uruapan Way  
Dinuba, CA 93618  
erick@thepresort.com  
559-906-2003
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.  
The total cost of the agreement term is \$2,500,000.00 for the full two year term.
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.  
In January 2021 the Department, in consultation with the Purchasing Manager, approached the vendor to ascertain their interest in offering the Department a discounted rate in lieu of a formal bid process. The vendor agreed to reduce rates by approximately 9.5% from 2015 prices. These rates, if applied to a bill similar to the Department's November 2020 General Election bill, would result in a savings of approximately \$57,000. This is a significant savings for the Department and it is extremely unlikely that the Department would receive similar rates through an Request for Proposals process since the discount was applied to rates provided in 2015.  
IVS has been providing services to the County Clerk – Elections Department since 1996. In 2015 they were unanimously selected through an RFP process. The vendor's performance has consistently exceeded department expectations throughout this time and the department has enjoyed a strong, positive, and collaborative relationship with the vendor in service of county deadlines and specifications.
5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.  
 In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.  
 When the contract is with a federal, state, or local governmental agency.  
 When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$2,500 whichever is more.  
 When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.  
 When obtaining the services of expert witnesses for litigation or special counsel to assist the County.  
 When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
6. Explain why the unique qualities and/or capabilities described above are essential to your department.  
IVS has been providing services to the County Clerk – Elections Department since 2005. The vendor's performance has exceeded Department expectations throughout this time. The department has enjoyed a strong, positive, and collaborative relationship with the vendor in service of county deadlines and specifications. Ballot printing, vote by mail processing, vote by mail envelopes, and voter services mailers are required by the California Elections Code and the vendor has the qualified personnel, facilities and resources to provide these services in a timely manner and in accordance with Elections Code and Department requirements.
7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.  
Other vendors were not contacted. IVS is the department's current vendor and was approached to ascertain their interest in offering the Department a discounted rate in lieu of a formal bid process. The vendor agreed to provide price discounts as described in section 4.

bhill 4/30/2021 10:07:38 AM

Business Manager

[\[✕ Sign\]](#) Double click!

Requested By:

Title

**I approve this request to suspend competition for the service(s) and/or product(s) identified herein.**

jkus 4/30/2021 10:25:19 AM

[\[✕ Sign\]](#) Double click!

Department Head Signature

gcornuelle 4/30/2021 11:01:04 AM

[\[✕ Sign\]](#) Double click!

Purchasing Manager Signature