



CLACKAMAS COUNTY

Office of County Clerk

SHERRY HALL, CLERK

1710 Red Soils Ct. Ste 100
OREGON CITY, OR 97045
503.722.6086

Board of County Commissioners, Clackamas County

Dear Members of the Board:

Approval of contract with Runbeck Election Services for a Ballot Acceptance System for the Clerk's Office

Purpose / Outcome	Approval of Contract for purchase of Runbeck Ballot Acceptance System
Fiscal Impact	\$249,000.00
Funding Source	Budget Line: 100-0106-16-485300 Price:\$161,000.00 Fiscal Year:2015/2016 Budget Line: 100-0106-14-485300 Price:\$22,000.00 per fiscal year Fiscal year:2016/2017, 2017/2018 , 2018/2019, 2019/2020
Duration	June 30, 2020
Strategic Plan Alignment	Purchase a machine which automates the process of scanning incoming ballot envelopes. This process is currently done manually.
Previous Action	None
Contact Person	Sherry Hall, Clerk 503-722-6086 Steve Kindred Election Manager 503-722-6089

Background:

The Clerk wishes to purchase a Ballot Acceptance System, a machine which upgrades the process of scanning incoming ballot envelopes, provides for more rapid and secure verification of ballot envelope signatures and automates the process of separating accepted and unaccepted ballot envelopes. The machine then places accepted ballot envelopes into standard sized batches which move on to the opening/inspection process. These processes are all currently performed manually and there is a drastic need to speed up the process during larger elections and improve the accuracy of the process in order to lower, if not eliminate, the time spent reconciling accepted ballots/ballots tallied as part of the certification process.

The plan is to purchase the system and have it operational for the May, 2016 Primary Election so experience can be gained prior to the November, 2016 General Election. The system fits into our current ballot processing room and its installation will not require any reconfiguring of the processing room.

This purchase will result in a multiyear contract.

This Contract has been reviewed by Counsel.

Recommendation:

Staff respectfully recommends the Board approve the contract with Runbeck Election Services for a Ballot Acceptance System for the Clerks Office.

Sincerely,

Sherry Hall, Clackamas County Clerk

Placed on the Board Agenda of ___ March 31, 2016 ___ by the Procurement Division.

MATERIAL AND SERVICES CONTRACT FOR A BALLOT ACCEPTANCE SYSTEM FOR THE CLACKAMAS COUNTY CLERK'S OFFICE

This contract ("Contract") for materials and services is entered into by and between **CLACKAMAS COUNTY**, a political subdivision of the State of Oregon, hereinafter referred to as the COUNTY, and **Runbeck Election Services, Inc.**, hereinafter called the CONTRACTOR to provide the services described in the Request for Proposal, the Proposal Response, and the Revised Proposal Response which by this reference is hereby made part of and incorporated herein. The following provisions shall comprise this contract:

I. SCOPE

This Contract includes the terms and conditions hereof, and includes the materials and services to be provided as described in the Request for Proposals, the Proposal Response, and the Revised Proposal Response including Exhibit A (Equipment List), Exhibit B (Software License Agreement), Exhibit C (Equipment Maintenance and Support Services Agreement), and Exhibit D (Sale and Purchase Agreement). To the extent there is any inconsistency or conflict between the terms and conditions of this Contract any or all of the Request for Proposals, the Proposal Response, and the Revised Proposal Response including Exhibit A (Equipment List), Exhibit B (Software License Agreement), Exhibit C (Equipment Maintenance and Support Services Agreement), and Exhibit D (Sale and Purchase Agreement), then the terms and conditions of this Contract shall control. Work shall be performed in accordance with a schedule approved by the COUNTY. The CONTRACTOR shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services. The Contract shall commence **upon contract execution and continue through June 30, 2020.**

II. COMPENSATION

A. The COUNTY agrees to compensate the CONTRACTOR on a fee-for-services basis as detailed in this Contract. Invoices submitted for payment in connection with this Contract shall be properly documented and shall indicate pertinent COUNTY contract and/or purchase order numbers. All charges shall be billed monthly and will be paid net 30 days from receipt of invoice. The maximum compensation authorized under this Contract shall not exceed **\$249,000.00.**

Billing will be executed as follows:

fiscal year 15/16 and 16/17 = \$161,000.00 total for such time period; fiscal year 17/18= \$22,000.00; fiscal year 18/19 = \$22,000.00; fiscal year 19/20 = \$22,000.00

B. The CONTRACTOR is engaged hereby as an independent contractor and will be so deemed for purposes of the following:

1. The CONTRACTOR will be solely responsible for payment of any Federal or State taxes required as a result of this Contract.
2. This Contract is not intended to entitle the CONTRACTOR to any benefits generally granted to COUNTY employees. Without limitation, but by way of illustration, the benefits which are not intended to be extended by this Contract to the CONTRACTOR are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers'

Compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if the CONTRACTOR is presently a member of the Oregon Public Employees Retirement System).

3. If the CONTRACTOR has the assistance of other persons in the performance of this Contract, and the CONTRACTOR is a subject employer, the CONTRACTOR shall qualify and remain qualified for the term of this contract as an insured employer under Oregon Revised Statutes ("ORS") Chapter 656.
- C. The CONTRACTOR certifies that, at present, he or she, if an individual is not a program, County, or Federal employee.
 - D. The CONTRACTOR, if an individual, certifies that he or she is not a member of the Oregon Public Employees Retirement System.
 - E. The CONTRACTOR represents and warrants that, for a period of no fewer than six calendar years preceding the effective date of this Contract, has faithfully complied with:
 - (i) All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
 - (ii) Any tax provisions imposed by a political subdivision of this state that applied to CONTRACTOR, to CONTRACTOR'S property, operations, receipts, or income, or to CONTRACTOR'S performance of or compensation for any work performed by CONTRACTOR;
 - (iii) Any tax provisions imposed by a political subdivision of this state that applied to CONTRACTOR, or to goods, services, or property, whether tangible or intangible, provided by CONTRACTOR; and
 - (iv) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

III. CONSTRAINTS

The CONTRACTOR agrees:

- A. If the materials and services to be provided pursuant to this Contract are professional and/or consultative, the CONTRACTOR shall not delegate the responsibility for providing those services to any other individual or agency.
- B. Pursuant to the requirements of ORS 279B.020 and 279B.220 through 279B.235 and Article XI, Section 10, of the Oregon Constitution, the following terms and conditions are made a part of this Contract:
 1. CONTRACTOR shall:
 - a. Make payments promptly, as due, to all persons supplying to the CONTRACTOR labor or materials for the prosecution of the work provided for in this Contract.
 - b. Pay all contributions or amounts due the Industrial Accident Fund from such CONTRACTOR or subcontractor incurred in the performance of this Contract.

- c. Not permit any lien or claim to be filed or prosecuted against the COUNTY on account of any labor or material furnished.
2. If the CONTRACTOR fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the CONTRACTOR or a subcontractor by any person in connection with this Contract as such claim becomes due, the proper officer representing the COUNTY may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the CONTRACTOR by reason of this Contract.
3. The CONTRACTOR shall pay employees for work in accordance with ORS 279B.020 and ORS 279B.235, which is incorporated herein by this reference.

All subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.
4. In the case of contracts lawn and landscape maintenance the CONTRACTOR shall salvage, recycle, compost or mulch waste material at an approved site, if feasible and cost effective.
5. The CONTRACTOR shall promptly, as due, make payment to any person or co-partnership, association or corporation furnishing medical, surgical and hospital care or other needed care and attention incident to sickness and injury to the employees of the CONTRACTOR, of all sums which the CONTRACTOR agrees to pay for such services and all moneys and sums which the CONTRACTOR collected or deducted from the wages of the CONTRACTOR'S employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.
6. This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent.
7. The CONTRACTOR agrees to indemnify, hold harmless and defend the COUNTY, its officers, commissioners, agents and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof (including attorney's fees), arising out of or based upon damage or injuries to persons or property caused by the errors, omissions, fault or negligence of the CONTRACTOR or the CONTRACTOR'S employees or agents. COUNTY shall in no instances indemnify CONTRACTOR or CONTRACTOR'S employees or agents. In the event of a litigation action to enforce, or arising from, the terms of this Contract, the prevailing party in such action shall be entitled to recover from the non-prevailing party its reasonable attorneys' fees and costs incurred in the action; provided, however, that any such sums which may be awarded to CONTRACTOR shall in no event be based on professional hourly rates and costs that exceed those the COUNTY incurs for in-house legal services and costs in the action.
8. The CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.
9. In the event the CONTRACTOR encounters on the site material reasonable believed to be asbestos or polychlorinated biphenyl (PCB) which has not been rendered harmless,

the CONTRACTOR shall immediately stop work in the area affected and report the condition to the COUNTY in writing. The work in the affected area shall not thereafter be resumed except by written agreement of the COUNTY and CONTRACTOR if in fact the material is asbestos or PCB and has not been rendered harmless. The work in the affected area shall be resumed in the absence of asbestos PCBs, or when it has been rendered harmless, by written agreement of the COUNTY and CONTRACTOR.

10. The CONTRACTOR shall not be required to perform without consent any work relating to asbestos or PCBs.
11. The CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include, but are not limited to:
 - a. Reducing or withholding payment;
 - b. Requiring the CONTRACTOR to perform, at the CONTRACTOR'S expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or
 - c. Declaring a default, terminating the Contract and seeking damages and other relief under the terms of the Contract or other applicable law.
12. All subject employers working under the Contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

IV. **INSURANCE REQUIREMENTS**

A. **COMMERCIAL GENERAL LIABILITY**

Required by COUNTY Not required by COUNTY

The CONTRACTOR agrees to furnish the COUNTY evidence of commercial general liability insurance in the amount of not less than \$1,000,000 combined single limit per occurrence \$2,000,000 general annual aggregate for personal injury and property damage for the protection of the COUNTY, its officers, commissioners, agents and employees against liability for damages because of personal injury, bodily injury, death or damage to property, including loss of use thereof, in any way related to this Contract. The general aggregate shall apply separately to this project / location. The COUNTY, at its option, may require a complete copy of the above policy.

B. **AUTOMOBILE LIABILITY**

Required by COUNTY Not required by COUNTY

The CONTRACTOR agrees to furnish the COUNTY evidence of business automobile liability insurance in the amount of not less than \$1,000,000 combined single limit for bodily injury and property damage for the protection of the COUNTY, its officers, commissioners, agents and employees against liability for damages because of bodily injury, death or damage to property, including loss of use thereof in any way related to this Contract. The COUNTY, at its option, may require a complete copy of the above policy.

C. **PROFESSIONAL LIABILITY**

Required by COUNTY

Not required by COUNTY

CONTRACTOR agrees to furnish COUNTY evidence of professional liability insurance in the amount of not less than \$1,000,000 combined single limit per occurrence/ \$2,000,000 general annual aggregate for malpractice or errors and omissions coverage for the protection of COUNTY, its officers, commissioners, agents and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this Contract. COUNTY, at its option, may require a complete copy of the above policy.

D. POLLUTION LIABILITY INSURANCE

Required by COUNTY

Not required by COUNTY

The CONTRACTOR shall obtain, at the CONTRACTOR'S expense and keep in effect during the term of the Contract, CONTRACTOR'S Pollution Liability insurance covering the CONTRACTOR'S liability for a third party bodily injury and property damage arising from pollution conditions caused by the CONTRACTOR while performing their operations under the Contract. The insurance coverage shall apply to sudden and accidental pollution events. Any coverage restriction as to time limit for discovery of a pollution incident and/or a time limit for notice to the insurer must be accepted by the COUNTY. The insurance coverage shall also respond to cleanup cost. This coverage may be written in combination with the commercial general liability insurance or professional liability insurance. The policy's limits shall not be less than \$1,000,000 each loss / \$1,000,000 aggregate. The policy shall be endorsed to state that the general aggregate limit of liability shall apply separately to this Contract. Any self-insured retention / deductible amount shall be submitted to the COUNTY for review and approval.

- E.** Such insurance shall provide sixty (60) days written notice to the COUNTY in the event of a cancellation or material change and include a statement that no act on the part of the insured shall affect the coverage afforded to the COUNTY under this insurance. This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self insurance maintained by the COUNTY shall be excess and shall not contribute to it.
- F.** If the CONTRACTOR has the assistance of other persons in the performance of this contract, and the CONTRACTOR is a subject employer, the CONTRACTOR agrees to qualify and remain qualified for the term of this contract as an insured employer under ORS 656. The CONTRACTOR shall maintain employer's liability insurance with limits of \$100,000 for each accident, \$100,000 per disease for each employee, and \$500,000 each minimum policy limit.
- G.** If any other required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this Contract for a duration of thirty-six (36) months or the maximum time period the CONTRACTOR'S insurer will provide "tail" coverage as subscribed, whichever is greater, or continuous "claims made" liability coverage for thirty-six (36) months following the contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Contract.
- H.** The insurance, other than the Workers' Compensation, Professional liability and Pollution liability insurance, shall include the COUNTY as an additional insured. Proof of insurance must include a copy of the endorsement showing the COUNTY as a scheduled insured.

I. CONTRACTOR shall require that all of its subcontractors of any tier provide insurance coverage (including additional insured provisions) and limits identical to the insurance required of the Contractor under this Contract, unless this requirement is expressly modified or waived by the COUNTY.

V. **SUBCONTRACTS**

The CONTRACTOR shall be responsible to the COUNTY for the actions of persons and firms performing subcontract work. The CONTRACTOR certifies that the CONTRACTOR has not discriminated and will not discriminate against any minority, women or emerging small business enterprise in obtaining any subcontract.

VI. **TERMINATION - AMENDMENT**

- A. This Contract may be terminated by either party upon at least sixty (60) days written notice to the other. If terminated prior to June 30, 2017, then CONTRACTOR shall refund to COUNTY a prorated amount of the purchase price and license fee for the equipment and software.
- B. This Contract and any amendments to this Contract will not be effective until approved in writing by an authorized representative of the Board of County Commissioners of Clackamas County.
- C. This Contract supersedes and cancels any prior contracts between the parties hereto for similar services.

The undersigned, by its signature, agrees to perform the scope of work as described in the Contract documents and meet the performance standards set forth therein. By their signatures below, the parties to this contract agree to the terms, conditions, and content expressed herein.

Runbeck Election Services, Inc.
2404 W. 14th Street, Suite 110
Tempe, AZ. 85281

Clackamas County Board of
County Commissioners by:

Authorized Signature

Chair

Name / Title (Printed)

Date

Date

Recording Secretary

602-230-0510
Telephone/Fax Number

1185754-97
Oregon Business Registry #

APPROVED AS TO FORM

FBC/AZ
Entity Type/State of Formation

County Counsel