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**Agenda Item
Regular Meeting of the
Board of Supervisors
Tuesday, May 12, 2026**

Item Number: 2.1

MEETING DATE: 05/12/2026

DEPARTMENT: COUNTY CLERK/RECORDER/ELECTIONS

AGENDA ITEM PREPARER: Ana Maquiz

DEPT HEAD/DIRECTOR: Francisco Diaz

SUBJECT:

COUNTY CLERK/RECORDER/REGISTRAR OF VOTERS - F. DIAZ

1. Approve retroactive Amendment #1 with K & H Partners Lithographers, Inc. for ballot printing, assembly of vote-by-mail packets (including envelopes and inserts), mailing and postage services, and processing support for returned mail and duplicate ballots, with total costs estimated to be up to \$220,000.00, and extend the term of the contract through July 31, 2026; and
 2. Authorize the Chair, County Executive Officer, or designee to sign the contract amendment.
- SBC FILE NUMBER: 285

AGENDA SECTION:

REGULAR AGENDA

BACKGROUND/SUMMARY:

Summary

The Registrar of Voters is requesting a retroactive extension of the agreement with K & H Partners Lithographers, Inc. to ensure the uninterrupted production and distribution of election materials for the June 2, 2026, Primary Election. Due to administrative oversight following significant staffing reductions, the previous contract expired on December 14, 2025.

This emergency amendment represents a limited retroactive extension of the original contract solely to support the June 2, 2026 election. Critical election materials, including ballots and envelopes, are already in production, and any disruption at this stage would pose a significant risk to election timelines,

compliance requirements, and operational continuity, making this amendment essential to the conduct of the election.

To maintain the integrity of the upcoming election and avoid critical operational delays, this item is being brought forward under the Emergency Procedures of the County Purchase Policy. Approval by the Board of Supervisors is required due to procurement policy requirements. This extension allows the County to complete the current election cycle while a formal competitive bidding process is initiated for future services.

Background and Circumstances

- **Contract History:** The original agreement, executed on December 14, 2021, established the framework for ballot printing and mailing services.
- **Lapse in Coverage:** The contract expired on December 14, 2025. This expiration was identified by the Auditor-Controller after the deadline had passed.
- **Staffing Constraints:** The oversight is primarily attributed to severe staffing shortages within the Registrar of Voters office. As of April 13, 2026, the office is operating at approximately 50% of the permanent staffing levels maintained in 2024.
- **Operational Necessity:** Critical election materials are already in production. Any cessation of services at this stage would jeopardize the County's ability to meet statutory deadlines for the June 2, 2026, Primary Election.

Procurement Compliance and Emergency Justification

This request is processed as an Emergency Procurement pursuant to the County's Purchase Policy. The "emergency" designation is justified by the immediate need to prevent the disruption of essential government services, specifically the constitutionally mandated conduct of an election.

This contract amendment is also classified as a sole source, as it amends an existing agreement with the current vendor. This justification is in compliance with Purchasing Policy Sections 1-3 and 3-1.

Mitigation Plan:

1. **Price Stability:** K & H Partners Lithographers, Inc. has agreed to honor the original 2021 pricing for the duration of this extension.
2. **Competitive Bidding:** The Registrar of Voters is currently soliciting temporary quotes and will issue a formal Request for Proposals (RFP) within the next 90 days.
3. **Future Governance:** The new RFP process will result in a long-term contract to be in place following the new July 31, 2026, expiration date.

Conclusion

Approving this amendment secures the necessary resources for the June 2026 Primary Election and provides the Department with the necessary time to conduct a robust and transparent competitive bidding process. This action avoids delays or interruptions in election preparation and ensures continuity of operations without risking failure in election administration.

FISCAL IMPACT:

The total cost for printing, mailing, and postage of ballots, including processing, preparation, envelopes, and all work associated with proofing and testing of ballots, equipment, and related services for the June 2, 2026, Election, is estimated to be between \$175,000 and \$220,000.

Final costs may vary based on factors such as the total number of registered voters, duplicate ballot requests, returned mail, errors requiring reprocessing, and any additional services necessary to support election operations. Accordingly, the final cost will not be fully determined until after the election and completion of the post-election audit.

STAFF RECOMMENDATION:

1. Approve Amendment #1 with K & H Partners Lithographers, Inc. for ballot printing, assembly of vote-by-mail packets (including envelopes and inserts), mailing and postage services, and processing support for returned mail and duplicate ballots, with total costs estimated to be up to \$220,000, and extend the term of the contract through July 31, 2026; and
2. Authorize the Chair, County Executive Officer, or designee to sign the contract amendment.

ATTACHMENTS:

[Agenda Fact Sheet - Amendment #1 K&H Contract](#)
[K&H Contract Amendment](#)