



**Agenda Action Form Overview**

The Board is requested to approve the Durham County Board of Elections request to enter into a contract with Capital Marketing Solutions, LLC dba Alphagraphics of Downtown Raleigh to print ballots for the November 5, 2024, Statewide General Election. This service contract will cover FY24-25, 09/01/2024 – 06/30/2025. It is required, under Article 14A of Chapter 163 of the General Statutes and the NC Administrative Code, that counties purchase ballots equal to 100% of registered voters within their jurisdiction. Alphagraphics, which is a company owned by PrintElect, is a certified ballot printer in North Carolina. In accordance with NCGS 163-165.9(b)(1), county boards of elections are only permitted to purchase ballots from state approved vendors.

The current contract amount will increase from \$122,315.13, to \$182,315.13 per the proposed contract amendment.

The Durham County Board of Elections also requests the Board to extend authorization of future contract amendments to the Manager.

**Background/Justification**

This request is being made to ensure that the Durham County Board of Elections meets the requirements of Article 14A of Chapter 163 of the General Statutes, the NC Administrative Code and NCGS 163-165.9(b)(1) pertaining to ballot printing. This is a recurring contract for the Board of Elections.

**Policy Impact**

This item aligns with the Durham County Strategic Goal: Regional Leadership. Acquiring this service will support efforts which ensure that registered voters in Durham County have access to ballots and other election related material printed by the vendor.

**Procurement Background**

**Type of purchase**

- Goods
- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair

**Did this request for purchase go through a bid process? Yes  No**

*Goods: Bids required if ≥ \$30,000, BOCC approval if ≥ \$90,000*

*Services: Bids required if ≥ \$30,000, BOCC approval if > \$40,000*

*Construction/Repair work: Bids required if ≥ \$30,000, BOCC approval if ≥ \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.



If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

Alphagraphics is the only Election Systems and Software (ES&S) certified ballot printer in North Carolina; therefore, the bid process is not required.

**Fiscal Impact**

Existing funds in the FY24-25 budget will be used to cover the requested amount in services provided by the vendor.

**Recommendation**

The County Manager recommends that the Board approve the Board of Elections to enter into a contract amendment with Capital Marketing Solutions, LLC dba Alphagraphics of Downtown Raleigh, increasing the current contract amount to \$182,315.13, for ballot printing in FY24-25 and to authorize the Manager to execute future contract amendments as needed.

**THIS CONTRACT AMENDMENT** is made and entered into this 1st day of September, 2024 by and between the **COUNTY OF DURHAM** (hereinafter referred to as “**County**”) and Capital Marketing Solutions, LLC dba Alphagraphics of Downtown Raleigh (hereinafter referred to as “**Contractor**”).

**WITNESSETH:**

THAT WHEREAS, the County and Contractor entered into a contract dated 07/10/2023, for the provision of Printing ballots for up to three election events during the FY23-24 fiscal year., (hereinafter the “Original Agreement”); and

WHEREAS, the County and Contractor desire to amend the Original Agreement, while keeping in effect all terms and conditions of the Original Agreement not inconsistent with the terms and conditions set forth below.

NOW THEREFORE, for and in consideration for the mutual covenants and agreements made herein, the parties agree to amend the Original Agreement as follows:

1. The Term of the Original Agreement and Amendments is hereby extended (or continues to be if no extension) through 06/30/2025 to print ballots for the November Presidential General Elections event in the FY24-25 fiscal year.
2. The compensation paid to Contractor shall be a total amount not to exceed \$182,315.13. This amendment is thus an additional \$60,000.00 in compensation to Contractor (\$0.00 if extension only).
3. By execution hereof, the person signing for Contractor below certifies that he/she has read this Contract Amendment and that he/she is duly authorized to execute this contract on behalf of the Contractor.
4. Except for the changes made herein, the Original Agreement shall remain in full force and effect to the extent not inconsistent with this Amendment. In the event that there is a conflict between the Original Agreement and this Amendment, this Amendment shall control.

IN WITNESS WHEREOF, the parties have expressed their agreement to these terms by causing this Contract Amendment to be executed by their duly authorized office or agent. This Contract Amendment shall be effective as of the date herein.

**COUNTY OF DURHAM**

**CONTRACTOR**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Print Name/Title:** \_\_\_\_\_

**Print Name/Title:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
**Crystally Wright, Interim Durham County Chief Financial Officer**

Ms. Holliman expressed gratitude for an awesome staff, a very supportive area authority board, as well as the County Commissioners for allowing her to be able to assist citizens as needed. She accepted the award on behalf of her staff and the area board.

Mr. Phillips thanked the County Commissioners for their never waning and continuous support.

The Board thanked Ms. Holliman and Mr. Phillips for their extraordinary leadership and for what they are doing in the community.

### Consent Agenda

Commissioner Howerton moved, seconded by Commissioner Bowser, to approve the following consent agenda items:

- \*a. Accept the property tax release and refund report for May 2011 as presented and authorize the Tax Assessor to adjust the tax records as outlined by the report;
- b. Authorize the execution of a five year contract with Correct Care Solutions, Inc. to provide comprehensive health care services for persons in the custody of the Sheriff and the youth detained at the Youth Home. The FY 2011-2012 contract will be for an amount not to exceed \$3,363,887 including a per diem charge of \$2.89 per inmate per day for any month with an average daily population greater than 558;
- e. Accept the 2010 Annual Report from the Durham County Industrial Facilities and Pollution Control Financing Authority;
- f. Approve the Lease Agreement to Durham Public Schools for the City of Medicine Academy, and authorize the Manager to approve non-substantive changes and to execute the Lease;
- g. Approve the Home and Community Care Block Grant Funding Plan as presented. Funding for the Plan has been incorporated into the Manager's proposed FY 2012 Budget;
- h. Approve the attached contract with Urban Ministries of Durham (UMD) for Shelter Operations and Case Management during FY2011-2012 (pending approval of the FY2011-2012 proposed budget);
- i. Approve the lease amendment extending UMD's lease an additional 10 years;
- j. Authorize the County Manager to execute the FY2011-2012 contract with Durham Chamber of Commerce, Inc., subject to passage of the FY2011-2012 budget;
- l. Approve the contract with Commercial Printing Co. in the amount of \$165,600 and requests that the Board authorize the Manager to execute the contract;

**Acheampong, Richard**

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**From:** McKinney, Nathan  
**Sent:** Thursday, June 6, 2024 8:54 AM  
**To:** Acheampong, Richard  
**Cc:** Baker, Brenda  
**Subject:** RE: ALPHAGRAPHICS FY25 CONTRACT AMENDMENT

Hi Richard,

The COI's for Capital Marketing Solutions, LLC dba Alphagraphics of Downtown Raleigh are approved.

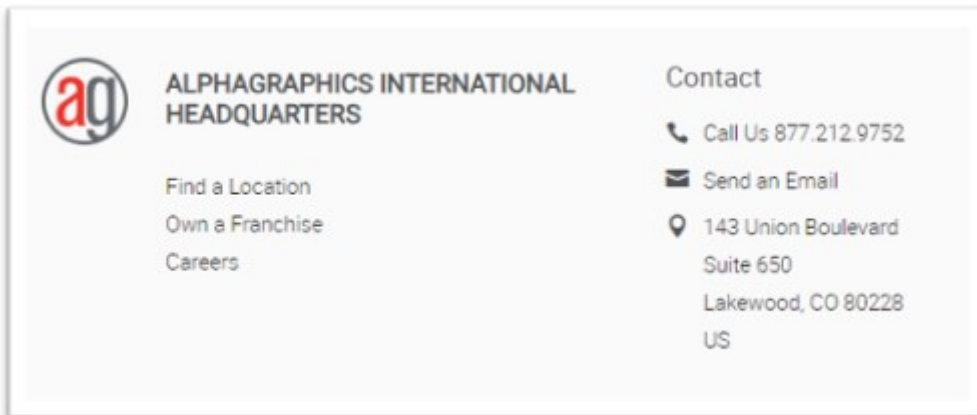
The Contract Amendment with Capital Marketing Solutions, LLC dba Alphagraphics of Downtown Raleigh (extension to 6/30/2025, additional \$60,000, new total of \$182,315.13) is approved as to form.


Thank you

Notes for the file:

[AlphaGraphics | Printing Services | Raleigh, NC | AlphaGraphics Raleigh | Downtown](#)

[Print & Marketing Solutions | AlphaGraphics Corporate](#)



 **ALPHAGRAPHICS INTERNATIONAL HEADQUARTERS**

Find a Location  
Own a Franchise  
Careers

**Contact**  
☎ Call Us 877.212.9752  
✉ Send an Email  
📍 143 Union Boulevard  
Suite 650  
Lakewood, CO 80228  
US

Secretary of State  
State of North Carolina

Home | W

**Legal Name**  
Capital Marketing Solutions, LLC

**Information**

Sosid: 1189467  
 Status: Current-Active ©  
 Date Formed: 2/18/2011  
 Citizenship: Domestic  
 Annual Report Due Date: April 15th  
 Annual Report Status: Current  
 Registered Agent: [Andrew Owen](#)

**Addresses**

**Mailing**  
 103 Trent Shores Dr  
 New Bern, NC 28562-7741

**Principal Office**  
 103 Trent Shores Dr  
 New Bern, NC 28562-7741

**Reg Office**  
 103 Trent Shores Dr  
 New Bern, NC 28562-7741

**Reg Mailing**  
 103 Trent Shores Dr  
 New Bern, NC 28562-7741

**Company Officials**

All LLCs are managed by their managers pursuant to N.C.G.S. §7D-3-20.  
**Manager**  
[Owen, Owen, Andrew](#)  
 103 Trent Shores Dr  
 Trent Woods NC 28562

**Legal Name**  
Alphagraphics, Inc

**Information**

Sosid: 0547888  
 Status: Current-Active ©  
 Date Formed: 5/9/2000  
 Citizenship: Foreign  
 State of Incorporation: DE  
 Fiscal Month: December  
 Annual Report Due Date: April 15th  
 Annual Report Status: Current  
 Registered Agent: [CT Corporation System](#)

**Addresses**

**Mailing**  
 143 Union Boulevard, Suite 650  
 Lakewood, CO 80228

**Principal Office**  
 143 Union Boulevard, Suite 650  
 Lakewood, CO 80228

**Reg Office**  
 160 Mine Lake Ct Ste 200  
 Raleigh, NC 27615

**Reg Mailing**  
 160 Mine Lake Ct Ste 200  
 Raleigh, NC 27615

**Officers**

**President**  
[Ryan Farris](#)  
 143 Union Boulevard, Suite 650  
 Lakewood CO 80228

Sincerely,

**NATHAN L. MCKINNEY | Senior Assistant County Attorney**

**(Friendly reminder that I am generally not available on Mondays)**



County Attorney

[nmckinney@dconc.gov](mailto:nmckinney@dconc.gov)

**P.O. Box 3508**  
**Durham, North Carolina 27702**  
**Office (919) 560-0395 | Fax (919) 328-6342 | Cell 984-260-5908**

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**From:** Acheampong, Richard <racheampong@dconc.gov>  
**Sent:** Wednesday, June 5, 2024 11:46 AM  
**To:** McKinney, Nathan <nmckinney@dconc.gov>  
**Cc:** Baker, Brenda <bwcbaker@dconc.gov>  
**Subject:** ALPHAGRAPHICS FY25 CONTRACT AMENDMENT

Good Morning, Nathan,

Please we are preparing the packet for Capital Marketing Solutions, LLC dba Alphagraphics of Downtown Raleigh amended contract for FY25.

Please find attached the previously executed FY24 contract, FY25 contract amendment, Scope of Services, COI, Quote(Ballot Pricing) for your review and approval.

And please let me know if you need anything else.

Thank you.

**Richard Acheampong**  
**Elections Business Officer**  
**Business Division**



Durham County Board of Elections  
Physical address: 201 N. Roxboro Street, Durham, NC 27701  
Mailing address: PO Box 868, Durham, NC 27702  
Phone: (919) 560-7278  
Fax: (919) 560-0688  
[www.dcovotes.com](http://www.dcovotes.com)

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**Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.**

**From:** [Allene Davis](#)  
**To:** [Acheampong, Richard](#)  
**Cc:** [Baker, Brenda](#); [Chris Andrews](#)  
**Subject:** FY25 Contract  
**Date:** Monday, June 3, 2024 10:37:12 AM  
**Attachments:** [COI - Durham County - liability 6-3-24.pdf](#)  
[COI - Durham County - WC - 6-3-24.pdf](#)

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Richard,

As per your request, please find attached our COIs completed as requested. As our policies will renew in September, we will forward you new COIs at that time. As we have our workmen's comp with a separate insurance company, we are attaching a separate COI for it.

Let me know if you need anything further.

Regards,  
Allene

.  
Allene Davis  
Controller  
Capital Marketing Solutions LLC  
dba AlphaGraphics of Downtown Raleigh  
3731 Centurion Drive  
Garner, NC 27529  
Office: [\(919\) 832-2828](tel:9198322828)  
Direct: [\(919\) 755-1825](tel:9197551825)  
Connect with us on [Facebook](#) & [Instagram](#)!

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/3/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Triangle Insurance & Associates, LLC
INSURED: Capital Marketing Solutions, LLC DBA Alphagraphics Of Downtown Raleigh
CONTACT NAME: Kyle Shannon
PHONE: (919) 488-5247
FAX: (919) 488-5241
E-MAIL ADDRESS: kyle@triangleinsurance.com
INSURER(S) AFFORDING COVERAGE: UTICA MUTUAL INSURANCE COMPANY
NAIC #: 25976

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation and Employers' Liability, and E&O Coverage.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Waiver of Subrogation is include don the general liability, auto liability policies as umbrella follows form

CERTIFICATE HOLDER: Durham County, 201 East Main Street, Durham, NC 27701
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: [Signature]



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/3/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Olivier-VanDyk Insurance Agency 2780 44TH STREET SW Wyoming NC 49519	<b>CONTACT NAME:</b> PHONE (A/C No. Ext): 616-454-0800		FAX (A/C, No): 616-454-7100	
	E-MAIL ADDRESS: certificates.sbu@ovdinsurance.com			
<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>	
INSURER A : Allmerica Fin Benefit Ins Co			41840	
<b>INSURED</b> Capital Marketing Solutions, LLC dba Alphagraphics of Downtown Raleigh 3731 Centurion Dr Garner NC 27529	CAPIMAR-01			
	<b>INSURER B :</b>			
	<b>INSURER C :</b>			
	<b>INSURER D :</b>			
	<b>INSURER E :</b>			
<b>INSURER F :</b>				

**COVERAGES** **CERTIFICATE NUMBER: 305026570** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	Y	WZ6H364551	9/4/2023	9/4/2024	X <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Durham County  
201 East Main Street  
Durham NC 27701

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

### Schedule

NC

THIS ENDORSEMENT APPLIES AS A BLANKET WAIVER  
OF SUBROGATION FOR THOSE PARTIES HAVING A WRITTEN  
CONTRACT WITH THE POLICYHOLDER REQUIRING A WAIVER  
OF SUBROGATION FOR WORKERS COMPENSATION COVERAGE OF THE  
POLICYHOLDERS EMPLOYEES

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement  
Insured

Effective Policy No.

Endorsement No.  
Premium

Insurance Company

Countersigned by \_\_\_\_\_



**Please note our procedures with regards to certificates of insurance:**

The presence of Additional Insured (including blanket versions) and/or Waiver of Subrogation endorsements or policy language is denoted by a "Y" in the appropriate column on the certificate. In accordance with the ACORD 25 Certificate Forms Instruction Guide and in keeping with the directive set forth by the insurance department, the Description of Operations box will be used exclusively for the purpose prescribed on the form (description of operations, insured locations and insured vehicles, as applicable). The ACORD 101 form is designed as an extension of the ACORD 25 Description of Operations box and is similarly restricted in its use.

**If you require specific wording in the Description of Operations box or special provisions apply, we will attach the corresponding endorsements which follow this letter.**

Thank you for your understanding.

# Ballot Printing Pricing

## *Privileged & Confidential*

December 4, 2023

Provided By:

Chris Andrews, Vice President of Sales  
Capital Marketing Solutions, LLC  
d/b/a AlphaGraphics of Downtown Raleigh  
3731 Centurion Drive  
Garner, NC 27529  
(919) 832-2828 – phone  
[chrisandrews@alphagraphics.com](mailto:chrisandrews@alphagraphics.com)

### **Ballot Pricing:**

8.5 x 11 (1 side) = \$0.175 each  
8.5 x 11 (2 sides) = \$0.195 each

8.5 x 14 (1 side) = \$0.19 each  
8.5 x 14 (2 sides) = \$0.21 each

8.5 x 17 (1 side) = \$0.22 each  
8.5 x 17 (2 sides) = \$0.24 each

### **Includes:**

- Shrink Wrap in 100's or 200's
- Printing & Boxing by Style
- Delivery by Truck
- Corner Cut, if applicable

### **Additional Operations:**

- Ballot Folding = \$0.075 each
- Box Ballots in Customer Boxes = \$0.01 each

Prices are current as of December 4, 2023 and subject to change based on market conditions of ballot paper.

## Ballot Printing Pricing

### ExpressVote Stock:

11" = N/A

14" = \$0.14 each

17" = \$0.15 each

19" =

100 Sheets per pack. Pricing does not include shipping.

### Ballot On Demand Blank Stock:

11" = \$0.11 each

14" = \$0.11 each

17" = \$0.16 each

19" = \$0.18 each

100 Sheets per pack. Pricing does not include shipping.

## Ballot Box Pricing

### Large Election Box:

400 = \$4.32 each



## SCOPE OF SERVICES FORM

This Scope of Services is an integral part of this contract between the County of Durham ("County"), and Capital Marketing Solutions, LLC dba Alphagraphics of Downtown Raleigh ("Contractor"), which contract is dated 09/01/2024 - 06/30/2025. Contractor agrees to provide services and/or materials pursuant to the provisions set forth below.

### I. Background/Purpose: *(Why - Provide a brief description of the services being procured.)*

The purpose of this contract is for Capital Marketing Solutions, LLC dba Alphagraphics of Downtown Raleigh to print, box and deliver ballots for the November 5, 2024, Statewide General Election.

It is required, under Article 14A of Chapter 163 of the General Statutes and the NC Administrative Code, that counties purchase ballots equal to 100% of registered voters within their jurisdiction. Alphagraphics, which is a company owned by PrintElect, is one of the five certified ballot printers for North Carolina. In accordance with NCGS 163-165.9(b)(1), county boards of elections are only permitted to purchase ballots from the state approved/certified vendors.

### II. References: *(Identify/attach additional documents relevant to this contract, i.e., quotes, proposals, etc.)*

The following documents are incorporated herein by reference to them:

Quote (Ballot Pricing)

### III. Work/Requirements: *(What/Where - Be as detailed as possible in describing the work.)*

The Contractor shall provide the necessary labor, security, permits and safety measures as required to perform the following:

Print Ballots for the following Elections:

- November 5, 2024, Statewide General Election

### IV. Schedules/Timelines: *(When – Provide a timetable to complete the work and any phases and/or deadlines.)*

The printing and delivery of ballots will be coordinated between the Board of Elections and Alphagraphics. The expectation is that ballots are delivered to the BOE before each voting event starts (Absentee-by-mail, Early Voting and Election Day).

**V. Transmittal/Delivery/Accessibility: (How - Describe delivery methods for reports or deliverables. Include contact information of department procuring the services. Describe if County property is to be provided or access to the property, and how that will be handled, i.e. keys, holidays, security measures.)**

The Director of Elections will send a pdf of ballots to Alphagraphics for printing along with quantities for each ballot style. Ballots are delivered by Alphagraphics to the Board of Elections (3825 S. Roxboro Street, Durham, NC, 27713) and stored in a secure area. The BOE Logistics Manager will be on-site to receive the ballots and discuss any discrepancies with the vendor once all ballots have been accounted for. For questions regarding ballot printing, please contact the Elections Director. For questions regarding delivery, contact the Elections Services Manager.

- Elections Director, Derek Bowens: 919-560-7072 (o), [dbowens@dconc.gov](mailto:dbowens@dconc.gov)
- Elections Services Manager: 919-560-0690

**VI. Payment: (Include Rate of payment, Time for payments and Methods of payment.)**

Payment will be made via funds reservation upon receipt of invoice.