



Agenda Action Form Overview

The Board is requested to approve the Durham County Board of Elections request to increase its FY24-25 service contract with SouthData, Inc., a printing and mailing service vendor. SouthData, Inc. has provided printing and mailing services to the Durham County Board of Elections since 2018, and they also service many other Board of Elections offices in the State of North Carolina. We are confident that they will continue to provide us with timely and efficient service for the election(s) listed below:

- November 5, 2024, Statewide General Election

The current contract amount will increase from \$39,000 to \$140,089.35 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 accommodate existing services being rendered by the vendor for the November 5, 2024, Statewide General Election. The services include printing and mailing of voter information cards, confirmation of voter registration cards, and change of address cards and letters. Special projects include the printing and delivery of poll book labels, process manuals and envelopes as needed.

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 printed election materials such as Voter Information Cards, Voter Confirmation Cards, and Special Mailings.

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 \geq \$30,000, BOCC approval if \geq \$90,000

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

Construction/Repair work: Bids required if \geq \$30,000, BOCC approval if \geq \$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)

Fiscal Impact

Existing funds in the FY24-25 budget will be used to cover the increased cost associated with the proposed contract amendment.

Recommendation

The County Manager recommends that the Board approve the Board of Elections to enter into a contract amendment with SouthData, increasing the current contract amount to \$140,089.35, for printing and mailing services in FY2024-2025. The Durham County Board of Elections also requests the Board to extend authorization of future contract amendments to the Manager.



Printing and Mailing Services for The Durham County Board of Elections

Proposal Tabulation

RFP No. 24-020

November 28, 2023 2:00 PM EST

- | | |
|---|--------------------|
| 1. South Data, Inc. d/b/a EverView | \$27,526.86 |
| 201 Technology Lane | |
| Mt. Airy, North Carolina 27030 | |
| Telephone: 336-783-5986 | |



ATTACHMENT

MWBE Compliance Review Form - Agenda Action Form (AAF)

Department: Board of Elections

Project Name: Printing and Mailing Services for the DCo Board of Elections

Durham County hereby establishes the following aspirational goals, which may be adjusted from time to time as deemed necessary by the County Manager or designee.

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % <i>(Median Availability)</i>
Black American	14.6	9.8	10.9	2.8	10.4%
Asian American	1.3	3.0	1.1	.43	1.3%
Hispanic American	4.2	1.8	1.1	.43	1.5%
American Indian	.65	.75	1.0	.5	.70%
White Female	13.8	11.0	9.5	7.1	10.3%
Overall MWBE Participation Goal =					25.0%

Comments (To be completed by Purchasing):

In review of the MWBE Compliance for RFP 24-020 Printing and Mailing Services for the Durham County Board of Elections, there were no MWBE participation goals achieved on this project. SouthData DBA Everview will be utilizing their own workforce to perform the service on this project.

MWBE Compliance reviewed by the Durham County MWBE Management Team:

Rick Greene
Rick Greene, Asst. Procurement Manager

7/2/24
Date

THIS CONTRACT AMENDMENT is made and entered into this 16th day of September 2024 by and between the **COUNTY OF DURHAM** (hereinafter referred to as “**County**”) and SouthData Inc (hereinafter referred to as “**Contractor**”).

WITNESSETH:

THAT WHEREAS, the County and Contractor entered into a contract dated 09/14/2023 for the provision of Print and Mailing Services (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 09/24/2025
2. The compensation paid to Contractor shall be a total amount not to exceed \$ 140,089.35. This amendment is thus an additional \$101,089.35 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/09/2024

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 Marsh USA LLC 1717 Arch Street Philadelphia, PA 19103-2797 CN131397857-OSG-GAWUC-23-25	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED OSG Holdings, Inc. 900 Kimberly Drive Carol Stream, IL 60188	INSURER A: Chubb Insurance Company of New Jersey		41386
	INSURER B: Federal Insurance Company		20281
	INSURER C: Chubb Indemnity Insurance Co		12777
	INSURER D: Great Northern Insurance Company		20303
	INSURER E: Continental Insurance Company of NJ		
	INSURER F: N/A		N/A

COVERAGES **CERTIFICATE NUMBER:** CLE-006645204-30 **REVISION NUMBER:** 17

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	
D	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		X	36067899	02/01/2024	02/01/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		X	73625156	02/01/2024	02/01/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		X	78195237	02/01/2024	02/01/2025	EACH OCCURRENCE	\$ 10,000,000
							AGGREGATE	\$ 10,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	71777009 (AOS)	02/01/2024	02/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
B			N/A	71777010 (MS, SC)	02/01/2024	02/01/2025	E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
E	Cyber Risk/Tech Errors & Omission			596852198 See Attached	12/01/2023	12/01/2024	Limits	5,000,000
							SIR	500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Waiver of subrogation is applicable where required by written contract and subject to policy terms and conditions.

CERTIFICATE HOLDER Durham County Board of Elections PO Box 868 Durham, NC 27702	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 <i>Marsh USA LLC</i>

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ADDITIONAL REMARKS SCHEDULE

AGENCY Marsh USA LLC		NAMED INSURED OSG Holdings, Inc. 900 Kimberly Drive Carol Stream, IL 60188	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Excess Cyber Risk/Tech Errors & Omission
 Carrier: ACE American Insurance Company
 Policy Number: G70851866004
 Policy Dates: 12/01/2023 - 12/01/2024
 Limits: \$5,000,000 xs \$5,000,000

Carrier: Evanston Insurance Company
 Policy Number: MKLV1XEO000399
 Policy Dates: 12/01/2023 - 12/01/2024
 Limits: \$5,000,000 xs \$10,000,000

Carrier: Starr Surplus Lines Insurance Company
 Policy Number: 1000634970221
 Policy Dates: 12/01/2023 - 12/01/2024
 Limits: \$5,000,000 xs \$15,000,000

Crime
 Carrier: Axis Insurance Company, Policy Number: P-001-000219885-04
 Policy Dates: 12/01/2023 - 12/01/2024
 SIR: \$100,000
 Limits: \$5,000,000

**** Supplemental Name ****
 3 Point Payment Processing
 Applied Information Group, Inc.
 Communisis Limited
 Diamond Marketing Solutions Group, Inc.*
 Double Positive Marketing Group, Inc.
 Formost Data Products Inc dba Formost mediaOne
 Globalex Corporation
 JJT Enterprises, Inc. (dba Optimal Outsource)
 Mansell Group, Inc.
 Microdynamics Corporation and all subsidiaries
 National Business Systems, Inc
 Output Services Group, Inc.
 Paybox Corp.
 SouthData, Inc.
 TeleReach, Inc.
 The Pisa Group, Inc.
 WhatCounts, Inc.
 Words Data & Images, LLC d/b/a Gabriel Group
 Output Services Group d/b/a OSG, OSG Billing and OSG Connect
 Output Services Group d/b/a/ Everview
 NCP Solutions, LLC



Acheampong, Richard

From: McKinney, Nathan
Sent: Thursday, August 8, 2024 10:10 AM
To: Acheampong, Richard
Subject: RE: SOUTHDATA FY25 CONTRACT
Attachments: 2024_07_26_SouthData_Scope_of_Services_finalized_08.08.2024.docx

Hi Richard – sure thing,

The COI for OSG Holdings is approved (see Note below).

I made one minor change to the Scope of Services – attached here and showing via tracked changes.

Once the changes are accepted on the Scope of Services, the Contract Amendment with South Data, Inc. (extension to 9/24/2025; additional \$101,089.35, new total of \$140,089.35) is approved as to form.

Noted for the file:

OSG is the covered entity on COI, but this vendor is a supplemental name on the coverage:

CN131397857-OSG-GAWUC-23-25

INSURED

OSG Holdings, Inc.
900 Kimberly Drive
Carol Stream, IL 60188

**** Supplemental Name ****

3 Point Payment Processing
Applied Information Group, Inc.
Communis Limited
Diamond Marketing Solutions Group, Inc.*
Double Positive Marketing Group, Inc.
Formost Data Products Inc dba Formost mediaOne
Globalex Corporation
JJT Enterprises, Inc. (dba Optimal Outsource)
Mansell Group, Inc.
Microdynamics Corporation and all subsidiaries
National Business Systems, Inc
Output Services Group, Inc.
Paybox Corp.
SouthData, Inc.

Legal Name

Southdata, Inc.

Information

SosId: 0169819

Status: Current-Active ⓘ

Date Formed: 7/1/1985

Citizenship: Domestic

Fiscal Month: December

Annual Report Due Date: April 15th

Annual Report Status: Current

Registered Agent: [Corporation Service Company](#)

Addresses

Reg Office

2626 Glenwood Ave Ste 550
Raleigh, NC 27608

Reg Mailing

2626 Glenwood Ave Ste 550
Raleigh, NC 27608

Principal Office

775 Washington Avenue
Carlstadt, NJ 07072

Mailina

Sincerely,

NATHAN L. MCKINNEY | Senior Assistant County Attorney

***Legal Department colleagues may receive a copy of this email – confidentiality still applies.**

***I am generally not available on Mondays**



County Attorney

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: Thursday, August 8, 2024 9:01 AM

To: McKinney, Nathan <nmckinney@dconc.gov>

Cc: Baker, Brenda <bwcbaker@dconc.gov>

Subject: SOUTHDATA FY25 CONTRACT

Importance: High

Good Morning, Nathan,

I hope you are doing well.

Please we are preparing the packet for OSG Holdings aka SouthData Inc amended contract for FY25.

Please find attached the previously executed FY24 contract, FY25 contract amendment, Scope of Services, COI, Quote (Pricing Table) 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

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SCOPE OF SERVICES FORM

This Scope of Services is an integral part of this contract between the **County of Durham** (“County”), and **SouthData Inc.** (“Contractor”), which contract is dated 09/14/23-09/24/2025. 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.)*
Provide mailing services for Durham BOE’s Voter Information Cards, Confirmation of Voter Registration Cards, Change of Address Cards, Letters, Manuals, Street Indexes, and Special Mailing Services.
- 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:

Pricing Table

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:

- Design and printing services to create products for the Durham County Board of Elections (“Client”).
- Laser printing to print information on the products requested.
- Handling services to fold, insert into envelopes, and deliver the printed products to the US Postal Service for mailing.
- Online portal for processing services and billing.
- Address processing services to perform Delivery Point Verification and Locatable Address Correction, and National Change of Address on client address data as authorized by the client.
- Produce products within 1 to 4 business days, depending on the product, following written acceptance of the final proof by the Client.
- Contractor to provide training to client on use of any online systems for processing orders, proofing, tracking, and invoicing.

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

The printing and mailing of Voter Information and Confirmation Cards generally takes place every two weeks. The Change of address cards are processed biennially and are mailed twice a year. The mailing of letters is on an as needed basis but will be communicated to you within a manageable timeline for processing.

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.)*

Voter Cards will be mailed directly to the voter. All other mailings are on a case-by-case basis and will be communicated with the vendor on where it should be delivered. For questions regarding Voter Cards, please contact the Elections Director. For questions regarding delivery, contact the Elections Director.

- Elections Director, Derek Bowens: 919-560-7072 (o), dbowens@dconc.gov

The Board of Elections address is 3825 S. Roxboro Street, Durham, NC, 27713.

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

Invoices will be paid within 30 days of receipt.

PRICING TABLE		NEW RATES – DURHAM COUNTY BOE (10643)	
	DESCRIPTION		NEW RATE
Voter Information Card (VIC)	8.5x5.5", 110# Index, with perf, printed duplex in black ink. Folded to 4.25x5.5" tabbed, processing, printing, folding, delivery to USPS.		\$0.1059
Confirmation Card (CVR)	8.5x5.5", 110# Index, with perf, printed duplex in black ink. Folded to 4.25x5.5" tabbed, processing, printing, folding, delivery to USPS.		\$0.1059
NCOA Card (ACH)	8.5x5.5", 110# Index, with perf, printed duplex in black ink. Folded to 4.25x5.5" tabbed, processing, printing, folding, delivery to USPS.		\$0.1059
Extra Page			
Extra Page	8.5x11 full color front/back, perforated statement		\$0.0525
9x12 Envelope	Envelopes used when more than 5 statements are inserted together.		\$0.35
Client Supplied Inserts	Insertion fee for inserts provided by the Town to insert into mailings.		\$0.01
Manuals			
**Street Index	Priced as 177-page index; 24# paper, printed duplex, left side staple		\$10.07
**Election Day Manual	Priced at 115-page manual; 24# paper, printed duplex, left side staple		\$6.51
**One Stop Manual	Priced at 126-page manual; 24# paper, printed duplex, left side staple		\$7.96
**SOSA Guide	Priced at 46-page guide; 24# paper, printed duplex, saddle-stitched		\$3.18
**OVRD Guide	Priced at 46-page guide; 24# paper, printed duplex, saddle-stitched		\$3.18
PROCESSING			
Preparation of multiples	Per record fee for combining like addresses into one envelope.		\$0.03
NCOA	Annual Fee – Covers all records submitted and error code reports.		\$400.00
Postage	Postage will be billed at cost, which is the actual cost charged to OSG by the USPS.		At cost
OPTIONAL SERVICES			
MailTrek	Annual Fee - Track individual mail pieces through the USPS on both outgoing and incoming mail.		\$300.00
Secure Archive	Online Bill Viewing		\$750.00
Voice Broadcast	Outgoing notifications to client supplied phone numbers		\$0.25/call
CHANGES			
Programming	Custom programming per hour. Written approval must be given by the client.		\$125.00/hour
Graphics	Graphic changes per hour. Written approval must be given by the client.		\$75.00/hour
eStatements (Optional)			
Setup	One-time setup fee charge per client		\$500.00
Per Statement	Fee per eStatement		\$0.1059

**** any changes in specifications of product will affect pricing.**