



**Boulder County Purchasing**  
**1325 Pearl Street**  
**Boulder, CO 80302**  
[purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org)

**REQUEST FOR PROPOSAL**  
**COVER PAGE**

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RFP Number:	<b>7021-19</b>
RFP Title:	Elections Print Vendor
RFP Questions Due:	March 13, 2019
Pre-Proposal Meeting:	N/A
Submittal Due Date:	March 20, 2019
Email Address:	<a href="mailto:purchasing@bouldercounty.org">purchasing@bouldercounty.org</a>
Documents included in this package:	Proposal Instructions Terms and Conditions Expectations Specifications Insurance and W-9 Requirements Submittal Checklist Evaluation Criteria Signature Page Sample Contract



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## **PROPOSAL INSTRUCTIONS**

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### **1. Purpose/Background**

Boulder County is seeking bids from qualified and experienced vendors to furnish all labor, equipment and materials necessary to provide ballot, envelope, TABOR booklet and voter correspondence print services. In addition to printing, this service must also include mail ballot insertion and packet assembly, addressing of mail packet envelopes and delivery of printed products to the USPS General Mail Facility in Denver, Colorado.

Colorado elections are conducted by mail ballot; however, voters also have the option to request a mail ballot packet, flat ballot or provisional ballot at any of the Voter Service and Polling Centers (VSPCs) in Boulder County.

The Boulder County Elections Division serves approximately 239,000 registered voters of which about 22,000 are inactive. Mail ballots are sent to every active registered voter in the County.

### **2. Mandatory Pre-Proposal Meeting N/A**

### **3. Written Inquiries**

All inquiries regarding this RFP will be submitted via email to the Boulder County Purchasing Office at [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) on or before 2:00 p.m. **March 13, 2019**. A response from the county to all inquiries will be posted and sent via email no later than **March 15, 2019**.

**Please do not contact any other county department or personnel with questions or for information regarding this solicitation.**

#### 4. Submittal Instructions

Submittals are due at the Administrative Services Information Desk or email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on March 20, 2019.**

**Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

**Email**      [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **RFP # 7021-19** in the subject line.

-OR-

**US Mail**    One (1) unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **RFP # 7021-19**, to the Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.

All RFPs must be received and time and date recorded by authorized county staff by the above due date and time. Sole responsibility rests with the proposer to see that their RFP response is received on time at the stated location(s). Any responses received after due date and time will be returned to the proposer.

The Board of County Commissioners reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.

**Americans with Disabilities Act (ADA):** If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3525 at least 48 hours before the scheduled event.



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## **TERMS AND CONDITIONS**

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1. Proposers are expected to examine the drawing, specifications, schedule of delivery, and all instructions. Failure to do so will be at the proposer's risk.
2. Each proposer will furnish the information required in the Request for Proposals.
3. The Contract/Purchase Order will be awarded to that responsible proposer whose submittal, conforming to the Request for Proposals, will be most advantageous to the County of Boulder, price and other factors considered.
4. The County of Boulder reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the County of Boulder to do so.
5. No submittal will be withdrawn for a period of thirty (30) days subsequent to the opening of proposals without the consent of the County Purchasing Agent or delegated representative.
6. A signed purchase order or contract furnished to the successful proposer results in a binding contract without further action by either party.
7. Late or unsigned proposals will not be accepted or considered. It is the responsibility of proposers to ensure that the proposal arrives at the Administrative Services Information Desk prior to the time indicated in the "Request for Proposals."
8. The proposed price will be exclusive of any Federal or State taxes from which the County of Boulder is exempt by law.
9. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and proposer will not rely upon such interpretations,

corrections and changes. The County's Representative will not be responsible for oral clarification.

10. Confidential/Proprietary Information: Proposals submitted in response to this "Request for Proposals" and any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract will be clearly stated in the proposal itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.**
11. Boulder County promotes the purchase/leasing of energy efficient, materials efficient and reduced toxic level products where availability, quality and budget constraints allow. Proposers are expected whenever possible to provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency with power management features enabled. Proposers are encouraged to offer products and equipment with post-consumer recycled-content materials. Products should be packaged and delivered with a minimum amount of recycled packaging that adequately protects the product, but is not excessive.
12. Pursuant to Colorado law (House Bill 1292), in any bidding process for public works in which a bid is received from a non-resident bidder who is from a state that provides a percentage bidding preference, a comparable percentage disadvantage will be applied to the bid of that bidder. Bidders may obtain additional information from the Department of Personnel's website: <http://www.colorado.gov/dpa/>.



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## **EXPECTATIONS**

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### **EXPECTATIONS**

To standardize the format of all proposals, Contractors are required to respond to the following in the order given, list the question number when stating the reply.

#### **General Information**

1. If any SPECIFICATIONS cannot be completed, indicate which specifications are omitted in the bid submitted.
2. Describe your company's communication (including escalation process) structure between County and Contractor.
3. List any name changes of firm in the last 10 years; and date firm was established.
4. Statement of firm's intention to sublet portions of the work, identify what is planned, if any, to be sublet. Include the name of the sub-contractor and a statement of qualifications of the sub-contractor.
5. Contractor may be asked to provide a test sample of ballots ranging from 500 to 1,000 ballots to allow County to test with equipment to be sure ballot stock meets specifications outlined before bid is awarded.
6. Bidders should provide a list of references including any Colorado Counties to who it provides similar services.
7. Describe your equipment maintenance, repair, and vendor support plan (hardware and software).
8. Do you subcontract or work with other vendors beyond maintenance or remote storage who may have access to or encounter systems that handle County data?

9. What is your due diligence process related to hires and contractors/vendors from a background check and risk assessment standpoint?
10. If Contractor is outside of Colorado, provide options for mailing of ballots along with detailed processes and procedures for each available option.
11. Do you offer design services and/or layout assistance for mailings such as Voter Instructions, TABOR or election correspondence? Describe your design/layout service, proof and approval process.
12. Provide County with current Standard Operation Procedures (SOP) for end-to-end ballot production, including printing, envelope ink-jetting, insertion, mailing, void pull process, etc.

### **Compliance and Capacity**

13. When does your Dominion Ballot Printing qualification expire? If not qualified, are you planning to get qualified? Include a copy of your Dominion qualification letter.
14. What different types of ballot paper does Proposer have access to and print experience with?
15. Is your company able to comply with the Ballot Production Schedule in Attachment B.
16. Provide a response that will enable the County to evaluate how your company will handle the printing of 230,000 ballots (1 and 2-card scenarios). Your response to at least include the following:
  - a. Estimated time to prepare equipment, staff, and receive paper/envelopes for printing
  - b. Estimated time to print ballots (1 and 2-card scenarios)
  - c. Estimated time for Proposer QC process, packaging and preparing for USPS delivery
  - d. Staffing plan to support process (number of personnel, shifts, 24/7 or other)
  - e. Manufacture name, age, description and quantity of major equipment components used for election services (printers, folding, inserting equipment, etc.).
  - f. Quality Assurance Plan to ensure accuracy of all production, security and delivery of materials for the election.
  - g. Process/estimated time to complete end-to-end supplemental ballot orders. Is there a minimum quantity requirement for supplemental ballot runs?

- h. The County has zero tolerance for misprints that affect the readability of the ballot through our scanning equipment or the professional look of the ballot to our voters. Describe how your company detects misprints (what is your QC process).
- i. The County requires access to the Proposer's facility to monitor and QC the envelope ink-jetting, ballot printing, folding, and insertion process. Describe how you will accommodate this.

## **Costs**

17. Contractor must provide detailed cost list for products and services. Cost list should also include:
- a. Costs for artwork design changes and design services.
  - b. Shipping and handling charges that will be incurred by the County and any other charges for boxing and packing.
  - c. Costs to accommodate election print/ mailing requests i.e., TABOR, voter outreach, letters, design/layout services, etc.).
  - d. Any varied costs for small quantities of both ballot paper and printing and envelope preparation under shortened time frames.
18. Describe the ordering process County will have to use to place an envelope, paper and print order (include sample of paper form or online tool).

## **Security**

### **Program and Assessment**

19. Is there a designated individual with information/cybersecurity responsibilities formally assigned to them? Please describe the associated role and individual, and what experience, certifications, or other factors make them qualified for this position.
20. Does your organization maintain an active information security/cybersecurity program? If so, please describe it, including reference standards/frameworks on which it is based (e.g. NIST 800-53, NIST CSF, ISO 27001, HITRUST, CIS CSC, Other).
21. Does your organization undergo annual external/independent information security/cybersecurity control assessments? If yes, please describe, including standards/frameworks used for assessment, and please provide your most



recent cybersecurity assessment.

22. Does your organization maintain and follow an information security policy developed and approved by organizational leadership, that is regularly (at least annually) reviewed and updated and that guides information security controls and procedures? Please share policy or a summary of policy as is deemed possible.
23. Are all of your print/mail facilities (including where electronic data is handled) subject to periodic physical security assessments? If yes, please describe type/details and frequency, and at least summarized findings from your most recent assessment.
24. Has a third party performed application penetration tests of exposed services? Please describe the frequency and type, and date of most recent assessment. Additionally, please provide redacted or summarized results where possible.
25. Has a third party performed infrastructure/environment penetration tests of exposed services? Please describe the frequency and type, and date of most recent assessment. Additionally, please provide redacted or summarized results where possible.
26. Are internal and external vulnerability scans performed regularly? If so, at what frequency and how are identified vulnerabilities addressed, and in what timeframe?

### **Service Architecture**

27. Please describe the physical and logical architecture, including dataflows and diagrams or supporting documentation as appropriate (network diagrams, application diagrams, etc.), that encompasses the lifecycle of a typical mail and print request. In addition to the systems that directly store, process, or transmit ballot or voter data, please ensure to include systems that support the security of those systems even if they do not directly handle voter data or ballots (e.g. authentication/directory services, etc.). There should be enough data provided to understand end-to-end data handling and systems involved in the lifecycle of a print request.
28. Does your system require or leverage any third-party data processing or storage services or applications? This may include cloud providers, data

centers, hosted solutions. If yes, please describe in detail including the purpose of each and your efforts to ensure expected cybersecurity standards are met.

29. How is County data segmented from that of other Counties and customers?
30. Is County data encrypted at rest? Describe the encryption methodologies and usage in detail (including databases where applicable).
31. How do you securely accept/receive data to satisfy mail and print requests? If a system is used for electronic transfer, please describe how accounts and passwords are managed, as well as any authentication enhancements used such as multifactor authentication.
32. Beyond uploads for printing and mailing, are there other external interfaces provided for management and modification of County-provided data (e.g. methods to change/update/correct voter data or ballots beyond bulk upload).

#### **Procedures and Controls**

33. Does your organization require the use of multifactor authentication for your organization's workforce and contractors/vendors for all remote access and externally accessible services, including VPN, email, and SaaS services such as Office 365/G Suite?
34. Are intrusion detection and/or prevention systems (IDS/IPS) in use to detect anomalous or malicious traffic at the perimeter and within sensitive internal networks? Please provide details regarding deployment and alert monitoring/response.
35. Are system-level signature and heuristic antivirus/anti malware to detect system-level concerns, and is logging/alerting enabled and is this data reviewed?
36. Describe your patch and vulnerability management program, inclusive of corporate and service-side assets.
37. Are all systems in use that store, process, transmit or that support those systems, still supported by vendors and receiving security patches? Are unsupported/legacy operating systems prohibited and not present in the

environment?

38. Do you develop your own software in support of print and mail services? This may include actual mail and print capabilities, as well as transmission/import/ETL or other functions related to voter data and ballots prior to printing and mailing. If so, please describe your software development lifecycle (SDLC) process, and how you integrate security components and consideration into it.
39. When using third-party applications to provide services to customers (including the County), what validation and review process are applications subject to from a cybersecurity perspective before they're permitted to be used?
40. How are misprints, extras, test prints or other items that don't leave the facility handled from a physical destruction standpoint?
41. Describe the handoff procedure to the USPS for delivery from an integrity management perspective.
42. What type of validation or quality assurance/checks occur to ensure performance of process related to mailing (no ballots forgotten/missed) and data disposition after mailing?

### **Incident Response, Disaster and Contingency Planning**

43. Describe your continuity planning process for facility or system outages during a mail and print process lifecycle. This response should address questions such as how you would meet your responsibilities as the County's provider if a disruptive/contingency event were to have occurred. It should also include requirements for periodic testing to verify the efficacy of planning.
44. Given that contingency and disaster recovery planning will generally require backups of data, where are backups physically stored, what format are they in, how are they transported, how are they protected, and how are they securely purged/destroyed after a mail and print engagement?
45. How is backup data purged from backup media (which may be off-site) after

agreed retention periods defined with the County?

46. In the event of a disaster or contingency mode operational state, how is it ensured that critical cybersecurity controls remain in operation, and what controls have been defined as critical?
47. Provide evidence or summarized results of the most recent disaster/contingency plan test that was conducted.
48. Are backups that are established that would contain County data encrypted?
49. Describe the process you would follow (and provide documentation such as response plans if available) in the event a cybersecurity incident was suspected.

### **Training**

50. Are employees, vendors, and anyone who may interact with County data required to complete at-hire and ongoing periodic cybersecurity awareness training (at least annually)?



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## **SPECIFICATIONS**

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### **SCOPE OF WORK AND TECHNICAL REQUIREMENTS**

Contractor must be familiar with the State of Colorado's Certified Voting System(s) vendor software (Dominion Voting Systems) and fully understand the specifications for the printing and cutting of ballots to be used with this system.

This Scope of Work consists of six sections:

**Section 1 – Envelope Requirements**

**Section 2 - Ballot Requirements**

**Section 3 – Ballot Insertion Requirements**

**Section 4 – Election Mail Print and Delivery Requirements**

**Section 5 – Green Waste and Sustainability Practices**

**Section 6 – Security Requirements**

**Section 1 - Envelope Requirements**

This section provides the requirements for the printing of several types of envelopes. Envelopes will become part of the “ballot packet”. A “ballot packet” consists of an outgoing envelope, a ballot for the current election, Voter Instructions, a return envelope and as requested additional inserts. Also printing of Instruction Sheets (size varies) on 20 lb. paper and folded.

The successful Contractor shall be responsible for printing/preparing all envelopes and instruction sheets in advance of ballot printing as defined in the Production Schedule to ensure those materials are ready for use in the mail ballot packets.

The successful Contractor shall prepare all envelopes and mail ballot packets to comply with all postal regulations. Excess mailing costs caused by the failure to pass USPS testing will be the Contractor’s financial responsibility. The Political Mail Unit of the USPS shall approve all envelopes, packets, addresses, etc. in advance of the actual envelope ordering and mailing dates.

Contractor must ensure all envelope art meets USPS Elections art postage indicia requirements and coordinate with the USPS Election mail approval process for each envelope used. Contractor is required to obtain written approval of envelope proofs by the Mail Piece Design Analyst for the USPS of Colorado before envelope is approved by County, ordered and printing commences. Contractor must provide County with written confirmation of approval. Contractor shall provide the County with test envelope materials that contain all items listed in the table below.

Specifications are as follows and envelope design sample images are attached.

Envelope Type	Color	Description	Specification
Outgoing Envelopes (Contractor stock) Image 1	White envelope Black ink with Red highlight color	Double window envelope-poly-covered	<ul style="list-style-type: none"> <li>▪ 9 9/16” x 6 2/16” - 24 lb. white wove. Color brightness must meet USPS specifications.</li> <li>▪ Sizes indicated above are based on an 11” – 17” long ballot. If ballot size is longer than 17”, Contractor must be able to adjust the envelope size to accommodate the larger ballot size.</li> <li>▪ Two-color double sided imprinting with color striping on envelope on top of mail piece.</li> <li>▪ Return address of the County Clerk in the upper left hand corner</li> <li>▪ Official Election Mail logo</li> <li>▪ Nonprofit indicia</li> <li>▪ Indicia containing instructions: RETURN SERVICE REQUESTED</li> </ul>

<p>Landowner Outgoing Envelopes (Contractor stock and County Office stock) Image 2</p>	<p>Green envelope with Black ink with Red highlight color</p>	<p>Double window envelope- poly-covered</p>	<ul style="list-style-type: none"> <li>▪ 9 9/16" x 6 2/16" - 24 lb. white wove. Color brightness must meet USPS specifications.</li> <li>▪ Two-color double sided imprinting with color striping on envelope on top of mail piece.</li> <li>▪ Return address of the County Clerk in the upper left hand corner</li> <li>▪ Official Election Mail logo</li> <li>▪ Official Land Owner Ballot Enclosed banner</li> <li>▪ Nonprofit Indicia</li> <li>▪ Indicia containing instructions: RETURN SERVICE REQUESTED</li> </ul>
<p>Outgoing Envelopes (County Office Stock) Image 3</p>	<p>White envelope Black ink with Red highlight color</p>	<p>Double window envelope- poly-covered</p>	<ul style="list-style-type: none"> <li>▪ 9 9/16" x 6 2/16" - 24 lb. white wove. Color brightness must meet USPS specifications.</li> <li>▪ Sizes indicated above are based on an 11" – 17" long ballot. If ballot size is longer than 17", Contractor must be able to adjust the envelope size to accommodate the larger ballot size.</li> <li>▪ Two-color double sided imprinting with color striping on envelope on top of mail piece.</li> <li>▪ Return address of the County Clerk in the upper left hand corner</li> <li>▪ Official Election Mail logo</li> <li>▪ Indicia containing instructions: RETURN SERVICE REQUESTED</li> </ul>
<p>Inner Return Envelope (Contractor stock and County Office stock) Image 4</p>	<p>White envelope Black ink with Blue highlight color</p>	<p>No Window</p>	<ul style="list-style-type: none"> <li>▪ 9 1/8" x 5 7/8" - 24 lb. white wove. Color brightness must meet USPS specifications.</li> <li>▪ Two-color double sided imprinting with color striping on top left of envelope.</li> <li>▪ Official Election Mail Logo</li> <li>▪ Indicia to the voters instructing them to use the 24 hour ballot box or affix postage.</li> <li>▪ Lines in the upper left hand corner of the return envelope for the voter's return address</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Addressed to the Boulder County Clerk and Recorder’s Election Division</li> <li>▪ Self-Affirmation</li> <li>▪ Line for the voter’s signature</li> <li>▪ Line for the date</li> <li>▪ Line for a witness’ legal name</li> <li>▪ Brackets where a label will be placed or voter’s information to be ink-jetted.</li> <li>▪ Inside black security tinting</li> </ul>
Landowner Inner Return Envelope (Contractor stock and County Office stock) Image 5	Green envelope Black ink with Red highlight color	No Window	<ul style="list-style-type: none"> <li>▪ 9 1/8” x 5 7/8” - 24 lb. white wove. Color brightness must meet USPS specifications.</li> <li>▪ Two-color double sided imprinting with color striping on top left of envelope.</li> <li>▪ Official Election Mail Logo</li> <li>▪ Lines in the upper left hand corner of the return envelope for the voter’s return address</li> <li>▪ Addressed to the Boulder County Clerk and Recorder’s Election Division</li> <li>▪ Self-Affirmation</li> <li>▪ Line for the voter’s signature</li> <li>▪ Line for the date</li> <li>▪ Line for a witness’ legal name</li> <li>▪ Indicia to the voters instructing them to use the 24 hour ballot box or affix postage.</li> <li>▪ Brackets where a label will be placed or voter’s information to be ink-jetted.</li> <li>▪ Inside black security tinting</li> </ul>
ID Required Inner Return Envelope (Contractor stock and County Office stock) Image 6	Orchid envelope Black ink with Red highlight color	No Window	<ul style="list-style-type: none"> <li>▪ 9 1/8” x 5 7/8” - 24 lb. white wove. Color brightness must meet USPS specifications.</li> <li>▪ Two-color double sided imprinting with color striping on top left of envelope.</li> <li>▪ Official Election Mail Logo</li> <li>▪ Indicia to the voters instructing them to use the 24 hour ballot box</li> </ul>



			<p>or affix postage.</p> <ul style="list-style-type: none"> <li>▪ Lines in the upper left hand corner of the return envelope for the voter's return address</li> <li>▪ Addressed to the Boulder County Clerk and Recorder's Election Division</li> <li>▪ Self-Affirmation</li> <li>▪ Line for the voter's signature</li> <li>▪ Line for the date</li> <li>▪ Line for a witness' legal name</li> <li>▪ Brackets where a label will be placed or voter's information to be ink-jetted</li> <li>▪ Inside black tinting</li> </ul>
<p>UAF Primary Inner Return Envelope (Contractor stock and County Office stock) Image 7</p>	<p>Yellow envelope Black ink with Blue Highlight color</p>	<p>No Window</p>	<ul style="list-style-type: none"> <li>▪ 9 1/8" x 5 7/8" - 24 lb. white wove. Color brightness must meet USPS specifications.</li> <li>▪ Two-color double sided imprinting with color striping on top left of envelope.</li> <li>▪ Official Election Mail Logo</li> <li>▪ Indicia to the voters instructing them to use the 24 hour ballot box or affix postage.</li> <li>▪ Lines in the upper left hand corner of the return envelope for the voter's return address</li> <li>▪ Addressed to the Boulder County Clerk and Recorder's Election Division</li> <li>▪ Self-Affirmation</li> <li>▪ Line for the voter's signature</li> <li>▪ Line for the date</li> <li>▪ Line for a witness' legal name</li> <li>▪ Brackets where a label will be placed or voter's information to be ink-jetted</li> <li>▪ Inside black security tinting</li> <li>▪ 7/16" drill hole on the back</li> </ul>
<p>UOCAVA Outgoing Envelope (Contractor stock)</p>	<p>White envelope Black ink</p>	<p>Single window envelope poly-covered</p>	<ul style="list-style-type: none"> <li>▪ 9 7/16" x 6 2/16" - 24 lb. white wove. Color brightness must meet USPS specifications.</li> <li>▪ Two-color double sided imprinting</li> </ul>

<p>and County Office stock) Image 8</p>			<p>with color striping on top of envelope.</p>
<p>UOCAVA Return Envelope (Contractor stock and County Office stock) Image 9</p>	<p>White envelope Black ink</p>	<p>No window</p>	<ul style="list-style-type: none"> <li>▪ 9 1/8" x 5 7/8" - 24 lb. white wove. Color brightness must meet USPS specifications.</li> <li>▪ Two-color double sided imprinting with color striping on top left of envelope.</li> <li>▪ Brackets where a label will be placed or voter's information to be ink-jetted</li> <li>▪ Official Election Mail Logo</li> <li>▪ Indicia PAR AVION</li> <li>▪ Lines in the upper left hand corner of the return envelope for the voter's return address</li> <li>▪ Addressed to the Boulder County Clerk and Recorder's Election Division</li> <li>▪ Affidavit of Voter</li> <li>▪ Line for the voter's signature</li> <li>▪ Line for the date</li> <li>▪ Inside black security tinting</li> </ul>
<p>UOCAVA UAF Primary Inner Return envelope (Contractor stock and County Office stock) Image 10</p>	<p>Yellow envelope Black ink with Black Highlight color</p>	<p>No Window</p>	<ul style="list-style-type: none"> <li>▪ 9 1/8" x 5 7/8" - 24 lb. white wove. Color brightness must meet USPS specifications.</li> <li>▪ Two-color double sided imprinting with color striping on top left of envelope.</li> <li>▪ Official Election Mail Logo</li> <li>▪ Indicia PAR AVION</li> <li>▪ Lines in the upper left hand corner of the return envelope for the voter's return address</li> <li>▪ Addressed to the Boulder County Clerk and Recorder's Election Division</li> <li>▪ Affidavit of Voter</li> <li>▪ Line for the voter's signature</li> <li>▪ Line for the date</li> <li>▪ Brackets where a label will be placed or voter's information to be ink-jetted</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Inside black security tinting</li> <li>▪ 7/16" drill hole on the back</li> </ul>
Provisional Ballot Envelope (County Office stock) Image 11	White envelope with Black Ink and Red ink numbering	Delivery to the County	<ul style="list-style-type: none"> <li>▪ 9" x 12" envelope with an oversized Peel &amp; Seal flap.</li> <li>▪ 1 3/4" stub with micro-perforation that is detachable from flap.</li> <li>▪ 5 digit consecutive numbering scheme.</li> <li>▪ Numbers are to be printed on front right corner of envelope and repeated on the envelope flap and on detachable portion of stub.</li> <li>▪ Double sided printing</li> </ul>
Instruction Sheet (Regular) Image 12	Blue		<ul style="list-style-type: none"> <li>▪ 8 1/2" x 14" paper</li> <li>▪ Tri-fold</li> <li>▪ Inserted with regular ballot packet</li> <li>▪ Double sided printing</li> <li>▪ Multi-color ink</li> </ul>
Instruction Sheet (UAF) Image 13	Green		<ul style="list-style-type: none"> <li>▪ 8 1/2" x 14" paper</li> <li>▪ Tri-Fold</li> <li>▪ Inserted for UAF ballot packet</li> <li>▪ Multi-color ink</li> </ul>
Instruction Sheet (ID required) Image 14	Orchid		<ul style="list-style-type: none"> <li>▪ 8 1/2" x 5 1/2" paper (half sheets)</li> <li>▪ No fold</li> <li>▪ Inserted for ID required ballot packet</li> <li>▪ Multi-color ink</li> </ul>
Instruction Sheet (UOCAVA) Image 15	Buff		<ul style="list-style-type: none"> <li>▪ 8 1/2" x 11" paper</li> <li>▪ Half-fold</li> <li>▪ Inserted for UOCAVA ballot packet both regular and UAF</li> <li>▪ Multi-color ink</li> </ul>

**Section 2 – Ballot Requirements**

Printing of ballots must be accomplished by following specific guidelines found in the Dominion Ballot Specification Guide.

There will be multiple ballot styles printed in each election containing unique information. Regardless of the number of ballot styles needed for an election, a PDF file will be supplied for each style. The printer will be required to produce a certain quantity of finished ballots for each PDF supplied. The quantity of ballots required for each style will vary. A “ballot” refers to the entire length of any given ballot style and may consist of a single or multiple card; each ballot card may be printed on one or both sides. Contractor is required to be able to handle printing and inserting of a multi-card ballot.

It is possible that changes will be made to state law or rules that will require changes to the printing specifications. If that occurs, Contractor will be required to make those changes.

Contractor commits to have County’s vote by mail (VBM) ballots in the mail on the first day mail ballots may be mailed for the specific election.

Each packet shall be mailed as non-forwardable using the most cost-effective means available.

Specifications are as follows:

<p>Schedule of Planned Print Activities (Exhibit A)</p>	<ol style="list-style-type: none"> <li>1. Key dates in Exhibit A, are incorporated for reference into this Scope of Work.</li> <li>2. The parties acknowledge that time is of the essence in completing activities under this schedule.</li> <li>3. Prior to each election, the schedule will be agreed upon between the County and Contractor to ensure proper printing, testing, delivery and mailing of ballots.</li> <li>4. Contractor to provide proof of equipment maintenance before each election.</li> <li>5. County and Contractor to conduct kick off meeting and County may request an equipment inspection.</li> </ol>
<p>County On-Site Quality Control</p>	<p>County requires access to Contractor’s production facility to perform:</p> <ol style="list-style-type: none"> <li>1. Hands-on quality checks for all mail ballot orders. Process will include County staff and up to ten temporary employees.</li> <li>2. County may perform random observation of the ballot print process to assure that Contractor is adhering to Dominion Quality Assurance requirements (i.e. Mylar testing and frequency).</li> <li>3. Logic and Accuracy Test ballot pull from the inventory of live-ballots.</li> <li>4. Quality check also includes a check and testing of ink jetted mailing envelopes for the mail ballot packets.</li> <li>5. County will perform a spot check of ballot insert and mail prep. This will be scheduled in advance of the mail packet</li> </ol>

<p>Voter List and Ballot File Management</p>	<p>insertion.</p> <ol style="list-style-type: none"> <li>1. Contractor to process the following files provided by County in order to print, label, and mail ballots and pull voided ballots. These files are broken out into batches depending upon the type of processing required (UOCAVA, ID Required, Regular, UAF, etc.). Each file will have a header row which clearly indicates the contents of each column of data.</li> <li>2. Ballot order file: provided in comma-separated value format (.xlsx), with a count of ballots to be printed for each ballot style.</li> <li>3. Sorted address list: provided in comma-separated text file (.txt), sorted by tracking number, with a line for each voter ballot to be sent.</li> <li>4. Ballot images: provided in Portable Document Format (.PDF), for the purpose of printing the ballots. The file will contain an image for each ballot style to be printed.</li> <li>5. Void list: provided in Excel format (.xlsx) at the pre-determined point in time, to pull voided ballots so that they don't go out in the mail. NOTE: Contractor will be required to process the Void pulls and document that all voided envelopes were pulled before ballot order is mailed. All pulled ballot envelopes will be returned to County for confirmation. This is to ensure that County complies with Colorado Secretary of State Rule 7.2.4.</li> <li>6. Statewide voter registration system is used to determine the ballot style that each individual active registered voter is eligible to receive.</li> <li>7. Contractor will provide a secure FTP site for upload of County data files and provide security procedures for data file management, including file destruction.</li> </ol>
<p>Letter of Qualification from Dominion</p>	<ol style="list-style-type: none"> <li>1. County uses the Dominion Voting Systems Image Cast ballot programming and election management system.</li> <li>2. Contractor must demonstrate that they have been qualified for ballot printing by Dominion Voting Systems confirming that their printing processes, specification and Quality Control procedures meet minimum requirements provided by Dominion. This qualification also should address paper requirements. Contractor must be able to print all Dominion approved ballot sizes. <ol style="list-style-type: none"> <li>a. 8.5 x 11</li> <li>b. 8.5 x 14</li> <li>c. 8.5 x 17</li> <li>d. Security features - Secure Ink Jet, Optically Dead</li> </ol> </li> <li>3. County currently uses Vote Secure IJ (100lbs Text) and paper stock that is between 80 to 100 lb. bond.</li> <li>4. If other paper is proposed for use by any party (Dominion, County, Contractor, SOS), Contractor must specify the paper name, type, and printing specifications and provide supporting documentation. County to verify that paper will properly scan</li> </ol>

	<p>using the Dominion ballot scanning and tabulation system.</p> <p>5. If County moves to another tabulation voting system, compatible paper stock must meet new system paper requirements.</p>
County Ballot Stock Layout	<p>Mail ballot stock shall have the following identifying characteristic:</p> <ol style="list-style-type: none"> <li>1. Green ink stripe across the header of the front of the ballot card(s), ink equivalent to PANTONE 376</li> <li>2. Placement of stripe to be determined during ballot programming</li> <li>3. During primary elections stripe color will vary depending upon party ballot type</li> <li>4. It is preferred for all ballots not to have a stub.</li> <li>5. All artwork must match details of PDF proofs submitted to Contractor.</li> <li>6. Ovals to make contest selection to be printed in “red” or “black” as indicated on ballot artwork.</li> <li>7. No Staples.</li> <li>8. Mail Ballots are to be folded according to folding diagram provided by County and agreed upon between County and Contractor.</li> <li>9. “Official Test Ballots” imprinted on test ballots.</li> <li>10. Contractor will print a test deck of “Voted” ballots following a test scheme to be determined and approved by County, if applicable.</li> </ol>
Office Stock Contingency Ballots and VSPC Contingency Ballots	<ol style="list-style-type: none"> <li>1. Ballot number or space for ballot number will be required.</li> <li>2. A watermark “Provisional” on the top of the ballot card</li> <li>3. Contingency Ballots will be shipped flat and shrink wrapped.</li> <li>4. Separated by style and labeled and boxed by location.</li> </ol>
Office and VSPC Blank Ballot Stock	<ol style="list-style-type: none"> <li>1. Blank ballot stock with colored stripe, if indicated, shipped flat and shrink wrapped in packages of 50 for VSPC and Office Ballot on Demand printers.</li> <li>2. Blank ballot stock with colored stripe, if indicated, shipped flat and shrink wrapped in packages of 50 for VSPC and Office ICX printers.</li> <li>3. Blank ballot stock with colored stripe, if indicated, shipped flat and boxed in sheets of 1,000 for in office testing.</li> </ol>
Able to produce, sort and manage mail packet assembly for multiple ballot styles.	<ol style="list-style-type: none"> <li>1. Ballots must be printed for multiple jurisdiction combinations and district ballot styles (may be more than 750 ballot styles).</li> <li>2. Mail ballot packet consists of outbound envelope, ballot for current election, instruction sheets (voter instructions, ID required, etc.), and reply envelope.</li> </ol>
Testing and Quality Control Requirements	<ol style="list-style-type: none"> <li>1. For ballot and envelope inkjet testing, Contractor must provide ballots and envelopes for the County to use in early Roundtrip Testing, which will begin approximately 55 days before Election Day, and the Public Logic and Accuracy Test (LAT). <ol style="list-style-type: none"> <li>a. For both the Roundtrip and LAT testing, the Contractor will need to provide the complete set of ballots for every ballot style combination as defined in a print file from the County.</li> </ol> </li> </ol>

- b. Roundtrip testing for the mailing envelope address ink jetting will also be performed.
- c. Roundtrip and LAT testing will occur for all elections.
- d. A Roundtrip Ballot is an official ballot that the County will use to test every aspect of the voting system and process through final tally. The purpose of the roundtrip ballot test is to ensure that the ballot printed by the Contractor will be able to be used successfully on every type of vote and tabulation equipment that will be used by the County.
- e. The County will test the roundtrip ballot and promptly notify the Contractor, if necessary of any problems and/or corrections that need to be made. The Contractor will then print the corrected file and send the County a second roundtrip ballot from the modified file. The County shall review the second roundtrip ballot in the same manner as the first roundtrip ballot. This process shall continue until the County receives roundtrip ballots that work successfully using every type of envelope processing and voting equipment used by the County. County will not be charged for reprints due to a printing error.
- f. After review and approval of the verification of the Roundtrip ballots by the County, Contractor will be advised and authorized to print any additional ballots.
- g. The County will provide an address file to the Contractor to create a minimum of 150 ink-jet address samples. The purpose of the envelope Roundtrip ink-jet test is to ensure that the address and barcode for ballot packet delivery are readable by County's mail sorter or other selected mail scanner/sorter equipment. The County will test the ink-jetted envelopes and if necessary, promptly notify the Contractor of any problems and/or corrections that need to be made. County will not be charged for reprints due to test failure.
- h. Address and bar code must pass tests and be printed in a font size and ink-level that ensures it can be accurately read by the County's mail sorter or other selected mail scanner/sorter equipment.
- i. Contractor must ensure that when addressing information is being ink jetted onto return envelopes, the capability exists to include four lines of addressing information as the county does have records with up to four lines of address.
- j. The LAT testing is a public test that occurs after the Roundtrip test is successfully completed. County will not be charged for reprints due to a printing error.
- k. County officials will travel to the Contractor site to pull random ballots out of the inventory of the LIVE printed ballot order to be used for the LAT test. Contractor agrees to work

	with the county to ensure the County staff is able to pull the necessary ballots to conduct the LAT.
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**Section 3 – Ballot Insertion Requirements**

Contractor must be highly skilled in the complexity of ballot insertion. The correct ballot and ballot style must correspond with the correct voter and mailing address. There will be approximately 235 precincts with the potential of many unique ballot styles in an election and multiple ballot styles within one precinct.

Contractor must be able to properly insert required pieces into each ballot packet, insert voter specific ballot with correct ballot style into the envelope packet and inkjet mailing address information with proper IMB bar code.

Specifications are as follows:

Instructions	<ol style="list-style-type: none"> <li>1. Contractor must be able to receive voter data file from the County in a delimited format.</li> <li>2. Contractor must be able to properly convert/import data file.</li> </ol>
Insertion Process	<ol style="list-style-type: none"> <li>1. The ballot insertion process must be conducted in a secure and controlled environment. Contractor is required to provide an area on site for County to observe the processes and perform quality control check procedures and confirms accuracy of the insertion.</li> <li>2. Prior to ballot insertion, an electronic file (prefer Excel format) must be provided to the County for verification that:             <ol style="list-style-type: none"> <li>a. During the sorting of the data and preparing the voter file for insertion, all ballot style information remains correctly associated with each individual voter.</li> <li>b. Report to include total quantity of ballots for printing and inserting by ballot style.</li> <li>c. This report must be produced prior to the start of insertion for verification by the County.</li> </ol> </li> <li>3. Contractor must be able to process different data files from the County and insert using the correct return envelope and voter instruction sheet accordingly (i.e. ID required, HCF, UOCAVA and Landowner).</li> <li>4. No third-party Contractor may be used for any portion of the ballot insertion process. Ballots and ballot packets prepared for mailing must remain under 24/7 video surveillance by the Contractor.</li> </ol>

**Section 4 – Election Mail Ballot/Print and Delivery Requirements**

Contractor commits to have all of County’s main VBM ballots and first supplemental order in the mail on the first day mail ballots may be mailed for the specific election.



County tracks through the USPS at no cost outgoing ballots using the USPS IMB barcode. Contractor must be able to provide a file that includes the voter ID and IMB code to ensure the County can track outgoing envelopes using the USPS IMB Tracing file and/or a third-party ballot tracking software.

Contractor will be invited to support other election mailings, including but not limited to:

1. Undeliverable-Returned Ballot mailing
2. TABOR Election Notice
3. Other statute required or specialized voter outreach notifications
4. Special or Unscheduled Elections - elections such as municipality or recall elections for both large and small jurisdictions. When the County is tasked with conducting these elections, the Contractor must be available to conduct all related tasks associated with these elections. This includes but is not limited to:
  - a. Printing of ballots, printing of special mail ballot envelopes, insertion and the mailing of the ballots for the County.
  - b. These elections often occur under very tight time frames and the Contractor must be available to the County.

These mailings may require set up and custom address labeling using a voter data file provided by the County to the secure FTP site.

Specifications are as follows:

Print Order Instructions	<ol style="list-style-type: none"> <li>1. Contractor must be able to receive voter data file from the County in a delimited format.</li> <li>2. Contractor must understand the complexity of multiple ballot style combinations.</li> <li>3. Contractor must be able to properly convert/import data file.</li> </ol>
Delivery to USPS	<ol style="list-style-type: none"> <li>1. Contractor must provide proof of delivery (digital pictures, postal receipts) and presentation of mail ballot packet to the United States Postal Service.</li> <li>2. Ballot Packets with addresses not meeting non-profit requirements are to be mailed as First-Class.</li> <li>3. Mail Ballot Packets are to be properly presented to the Denver General Mail Facility (GMF) in Denver, Colorado, meeting all mail entry requirements.</li> <li>4. The Contractor must provide the County prior to the delivery of ballots to the Denver GMF with a complete and correct accounting for each ballot packet (CASS reports, USPS receipts, etc.).</li> </ol>
UOCAVA Mailing	<ol style="list-style-type: none"> <li>1. The first voter data file will be provided to the Contractor for the UOCAVA mail ballot order approximately 10 days after ballot certification.</li> <li>2. County's UOCAVA ballots will be mailed the Friday before the UOCAVA mailing deadline (46th day before Election Day).</li> </ol>

Supplementals	<ol style="list-style-type: none"> <li>1. The first supplemental file will be given to the Contractor approximately one week prior to the 22<sup>nd</sup> day before the election. The mail ballot packets from the first supplemental file must be mailed at the Denver GMF in Denver, Colorado on the 22<sup>nd</sup> day prior to the election or earlier if the law allows.</li> <li>2. Contractor must be able to process voter files, starting 22 days prior to the election through the eighth day prior to the election.</li> <li>3. Supplemental voter files can be anywhere from 100 - 3,000 records. Contractor must provide an estimate for the length of time it will take to process the files and have them delivered to the USPS for mailing.</li> </ol>
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**Section 5 – Green Waste and Sustainability Practices**

County is committed to environmental, social, and economic sustainability and builds partnerships to help make the broader community more sustainable. Contractors are expected to work in accordance with these values or similar ones.

County promotes the purchase/leasing of energy efficient, materials efficient, and reduced toxic level products where availability, quality, and budget constraints allow.

Contractors are expected whenever possible to provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency with power management features enabled.

Contractors are expected to use a zero-waste management strategy that focuses on waste reduction first, then material reuse, then material recovery through recycling and composting, and landfilling only as a last resort.

Products should be packaged and delivered with a minimum amount of packaging that is recycle friendly and adequately protects the product and is not excessive.

In your RFP response, please identify how your practices align with the County’s sustainability values listed above.

**Section 6 – Security Requirements**

It is required that the Contractor submit a Security Plan with their bid. The Security Plan must include security measures that are in place from the time the Contractor takes possession of data until the time of delivery of ballot packets to the Denver GMF.

A current Security Plan and verification of background checks of Contractor’s staff/sub-contractors interacting with ballot printing, insertion, and transportation of ballots to USPS GMF needs to be

submitted to the County annually and updated list provided if changes in staffing occur during the year.

Specifications are as follows:

Security Plan	<p>Should include:</p> <ol style="list-style-type: none"> <li>1. All procedures to secure ballots and ballot packets while in Contractor possession.</li> <li>2. Security camera usage and diagrams of camera placement.</li> <li>3. Retention timeline of security video.</li> <li>4. Titles and names of individuals in the organization that have access to the secured areas, locks and codes.</li> </ol>
Background Checks	<ol style="list-style-type: none"> <li>1. Contractor understands that employees working with printing, ballot insertion, and transportation of ballots to USPS facility must have passed a background check in the current year.</li> </ol>

Cybersecurity Specifications

Program and Assessment	<ol style="list-style-type: none"> <li>1. Contractor understands and attests that they can comply with the requirements of HB18-1128. <a href="https://leg.colorado.gov/bills/hb18-1128">https://leg.colorado.gov/bills/hb18-1128</a></li> </ol>
Procedures and Controls	<ol style="list-style-type: none"> <li>1. County data must be securely removed (and rendered irrecoverable) from your systems following a completed mail and print operation.</li> <li>2. Access to County ballots/artifacts/data must be logged, and reports of access at all points through processing must be provided if required.</li> <li>3. Logs must be generated and retained for all applications and systems involved related to the service and reviewed for anomalies by a human or software platform.</li> <li>4. Logs that are generated by systems and for applications must be stored in an unmodifiable location separate from the system that generated them.</li> </ol>

# Exhibit A: Schedule of Planned Print Activities

Election dates	Aligned Activity & Due Dates & Timeframe	Supporting Information	E-dates		Election dates
<b>11/5/2019</b>	<b>ELECTION DAY</b>		<b>0</b>	<b>Tuesday</b>	<b>11/5/2019</b>
11/4/2019			1	Monday	11/4/2019
11/3/2019			2	Sunday	11/3/2019
11/2/2019			3	Saturday	11/2/2019
11/1/2019			4	Friday	11/1/2019
10/31/2019			5	Thursday	10/31/2019
10/30/2019	1. CASS Certification List from vendor 3602 2. Postage reports sent to Boulder	Print Vendor staff to email to Boulder	6	Wednesday	10/30/2019
10/29/2019	Print Vendor to mail out final supplemental orders		7	Tuesday	10/29/2019
10/28/2019	<b>EOD: Supplemental order #4 to Print Vendor FTP &gt;200</b>	Posted to the FTP site for Print Vendor Boulder to supply the supplemental list	8	Monday	10/28/2019
10/27/2019			9	Sunday	10/27/2019
10/26/2019			10	Saturday	10/26/2019
10/25/2019			11	Friday	10/25/2019
10/24/2019	1. CASS Certification List from vendor 3602 2. Postage reports sent to Boulder	Print Vendor staff to email to Boulder	12	Thursday	10/24/2019
10/24/2019	Print Vendor to mail out supplemental order		12	Thursday	10/24/2019
10/23/2019			13	Wednesday	10/23/2019
10/22/2019	<b>8:30am: Supplemental order #3 to Print Vendor FTP &gt;200</b>	Posted to the FTP site for Print Vendor Boulder to supply the supplemental list	14	Tuesday	10/22/2019
10/21/2019			15	Monday	10/21/2019
10/20/2019			16	Sunday	10/20/2019
10/19/2019			17	Saturday	10/19/2019
10/18/2019	1. CASS Certification List from vendor 3602 2. Postage reports sent to Boulder	Print Vendor staff to email to Boulder	18	Friday	10/18/2019
<b>10/18/2019</b>	<b>Deadline to mail ballots</b>		<b>18</b>	<b>Friday</b>	<b>10/18/2019</b>
10/18/2019	Supplemental order #2 to be mailed out of Denver USPS	Print Vendor staff to perform	18	Friday	10/18/2019
10/17/2019			19	Thursday	10/17/2019
10/16/2019	<b>8:30 am Supplemental order #2 to Print Vendor FTP</b>	Posted to the FTP site for Print Vendor Boulder to supply the supplemental list	20	Wednesday	10/16/2019

10/15/2019	1. CASS Certification List from vendor 3602 2. Postage reports sent to Boulder	Print Vendor staff to email to Boulder	21	Tuesday	10/15/2019
10/15/2019	<b>9:00 am</b> LO file posted to the FTP site.		21	Tuesday	10/15/2019
10/14/2019	<b>Ballot Drop</b>	<b>Complete main order and #1 supplemental to Denver USPS facility - Print Vendor to perform</b>	22	Monday	10/14/2019
10/14/2019	<b>3:00 pm</b> - VSPC contingency ballot printing and packaging complete	Print Vendor staff to perform - Boulder staff to pick up	22	Monday	10/14/2019
10/13/2019			23	Sunday	10/13/2019
10/12/2019			24	Saturday	10/12/2019
10/11/2019	Boulder to Pick the HCF ballot order	Boulder to bring back	25	Friday	10/11/2019
10/11/2019	<b>3:00 pm</b> - Completed Ballots ready for Post Office	Print Vendor staff to perform	25	Friday	10/11/2019
10/11/2019	Print Vendor send .trk file for ballot track	Print Vendor staff send the file to Boulder	25	Friday	10/11/2019
10/11/2019	<b>2:00pm</b> - Pre-Inserted packets and blank ballot stock provided to Boulder VSPC.	Boulder staff to pick up. Pre-inserted packets to include: <b>6,700 Regular packets (Red outbound envelope with Blue reply envelope and main voter instruction sheet inserted.)</b> <b>500 ID required packets (Red outbound envelope with Blue reply envelope, main voter instruction sheet and 1/2 sheet ID required inserted.)</b> Blank Ballot Stock shrink wrapped into packages of 50.	25	Friday	10/11/2019
10/11/2019	<b>8:30 am</b> - QC & Supplemental	Boulder staff to perform	25	Friday	10/11/2019
10/11/2019	<b>9:00 am</b> - Void Pulls Boulder to pick up - ID's validated	Boulder to pick up	25	Friday	10/11/2019
10/10/2019	<b>8:30 am</b> - QC & Supplemental	Boulder staff to perform	26	Thursday	10/10/2019
10/9/2019			27	Wednesday	10/9/2019
10/8/2019	<b>8:30 am - Second Void Pull list to Print Vendor</b>	Posted to the FTP site for Print Vendor Boulder to supply the void list	28	Tuesday	10/8/2019
10/8/2019	<b>Noon: Supplemental order #1 to Print Vendor FTP</b>	Posted to the FTP site for Print Vendor Boulder to supply the supplemental list	28	Tuesday	10/8/2019
10/7/2019			29	Monday	10/7/2019
10/6/2019			30	Sunday	10/6/2019

10/5/2019			31	Saturday	10/5/2019
10/4/2019	3:00pm- Print Vendor to mail out TABOR notices		32	Friday	10/4/2019
10/4/2019	<i>Office ballots must be in hand in the Boulder Office</i>		32	Friday	10/4/2019
10/3/2019	EOD - Contingency Ballot Order and Images to Print Vendor	Posted to the FTP site for Print Vendor Boulder to supply	33	Thursday	10/3/2019
10/2/2019			34	Wednesday	10/2/2019
10/1/2019	7:30am - Print Vendor Insertion of ballots begins. Void packets are pulled.	Print Vendor staff to perform void pull; complete packets.	35	Tuesday	10/1/2019
9/30/2019	8:00am - Void Pull List to Print Vendor prior to insertion	Posted to the FTP site for Print Vendor Boulder to supply the void list	36	Monday	9/30/2019
9/29/2019			37	Sunday	9/29/2019
9/28/2019			38	Saturday	9/28/2019
9/28/2019			38	Saturday	9/28/2019
9/27/2019	EOB: Boulder to send Print Vendor approval of Tabor proofs		39	Friday	9/27/2019
9/27/2019	<b>EOD</b> - LAT ballots on-site in Boulder for internal validation	Boulder staff to bring LAT ballots back to Boulder after QC & LAT pull are completed at the end of the day.	39	Friday	9/27/2019
9/27/2019	<b>8:30am</b> - MB Print QC & LAT Pull	Folded ballots only, not inserted, no packet Boulder staff to perform on site at Print Vendor	39	Friday	9/27/2019
9/26/2019	<b>9:30am</b> - MB Printing Complete	Print Vendor staff complete printing and folding of the ballots	40	Thursday	9/26/2019
9/26/2019	<b>8:30am</b> - MB Print QC & LAT Pull	Folded ballots only, not inserted, no packet Boulder staff to perform on site at Print Vendor	40	Thursday	9/26/2019
9/26/2019	2:30pm: Print Vendor send tabor proofs to Boulder for approval	Boulder and participants to proof and approve	40	Thursday	9/26/2019
9/25/2019	COB: Boulder submits draft of Tabor to Print Vendor		41	Wednesday	9/25/2019
9/25/2019	<b>8:30am</b> - MB Print QC & LAT Pull	Folded ballots only, not inserted, no packet Boulder staff to perform on site at Print Vendor	41	Wednesday	9/25/2019

9/25/2019	Flat Ballot Stock and Packet Materials (voter instruction sheets, reply and outbound envelopes) to Boulder	Boulder staff to bring back stock and materials to Boulder after QC & LAT pull at the end of the day. <b>350 Voter Instruction sheets (Main)</b> <b>25 ID required 1/2 sheets</b> <b>250 Red Outbound envelopes</b> <b>250 Blue reply envelopes (Main)</b> <b>50 Green Outbound envelopes (landowner)</b> <b>50 Green reply envelopes (landowner)</b> <b>25 Purple reply envelopes (ID required)</b>	41	Wednesday	9/25/2019
9/24/2019	Mailing List for the TABOR is sent to Print Vendor	Posted to the FTP site for Print Vendor Boulder to supply the mailing list	42	Tuesday	9/24/2019
9/24/2019	<b>EOD: Order summary with VOID &amp; LAT pull columns provided to Print Vendor Boulder to send. AKA the reconciliation spreadsheet</b>	Boulder staff to send to Print Vendor Add one for every style for LAT pull	42	Tuesday	9/24/2019
9/23/2019	<b>PROS AND CONS DUE</b>		43	Monday	9/23/2019
9/23/2019	Boulder on the Press	Last day for Print Vendor to start printing Boulder's main order ballots	43	Monday	9/23/2019
9/22/2019			44	Sunday	9/22/2019
9/21/2019			45	Saturday	9/21/2019
9/20/2019	UOCAVA BALLOTS MAILED (Friday)	Boulder staff to deliver UOCAVA ballots to USPS UOCAVA will be mailed First Class Bring back all UOCAVA materials back to Boulder	46	Friday	9/20/2019
9/20/2019	<b>10:30am:</b> UOCAVA envelopes and ballot prep QC by Boulder	Boulder staff on site at Print Vendor for QC process	46	Friday	9/20/2019
9/20/2019	<b>8:30am:</b> UOCAVA VOID pull list	Boulder staff to bring void pull to Print Vendor. Boulder staff to perform the UOCAVA VOID pull during the QC process. Boulder to supply the void list to Tricia.	46	Friday	9/20/2019

9/19/2019	<b>8:30am</b> - Official ink jetted reply packets delivered and approved by Boulder (not ballots)	Print Vendor to deliver to 75 live return packets (25 blue (main), 25 black (UOCAVA), 25 orchid (ID required) to Boulder - sealed; Ballot stock. Add 1/2 sheets to the orchid (ID required) envelopes. **From Official Jobs, Equipment, and data Address layout and accuracy approved, barcode readability confirmed	47	Thursday	9/19/2019
9/18/2019	<b>EOD:</b> MB Order #1 - All images loaded to FTP	Posted to the FTP site for Print Vendor - Boulder staff to post	48	Wednesday	9/18/2019
9/18/2019	<b>3 pm</b> - Load UOCAVA Order to FTP Including the UOCAVA voter files	Individual image files per PCT, sorted by style	48	Wednesday	9/18/2019
9/18/2019	<b>8:30am:</b> Check Postal Account for needed funds	Boulder staff to ensure the Denver postal permit # 1697 has adequate funds for all ballot drops. (UOCAVA, Main and any supplemental)	48	Wednesday	9/18/2019
9/18/2019	<b>8:30am</b> - Voter address file loaded to the FTP, including UOCAVA	Posted to the FTP site for Print Vendor - Boulder staff to post	48	Wednesday	9/18/2019
9/17/2019			49	Tuesday	9/17/2019
9/16/2019	8:30am - Print Vendor to provide Boulder a supply of folded voter instructions	Boulder staff to pick up at Print Vendor - 50 of main, 25 ID required and 25 UOCAVA	2/19/1900	Monday	9/16/2019
9/16/2019	8:30am - Print Vendor to provide sample packets to Boulder for Fluence Config	Boulder staff to pick up at Print Vendor Sealed - Insertion: ballot stock. Purples include half sheet to simulate ID. Blue: 50 blank, 50 ink jetted (main) Black: 50 blank, 50 ink jetted (UOCAVA) Orchid: 50 blank, 50 ink jetted (ID required) Use voter data from previous election to corresponding envelope type.	2/19/1900	Monday	9/16/2019



9/16/2019	<b>8:30am</b> - Round Trip Ballots ready for pick up - Paper folded to confirm the fold line	Boulder staff to pick up at Print Vendor. Spot check fold lines on the ballot doesn't go through a target area. Confirm the print count with the file count.	2/19/1900	Monday	9/16/2019
9/15/2019			51	Sunday	9/15/2019
9/14/2019			52	Saturday	9/14/2019
9/13/2019	<b>4:30pm: Round trip order and files to Print Vendor</b>	Boulder to send files	53	Friday	9/13/2019
9/12/2019	<b>8:30am</b> - Blank Ballot stock delivered to Boulder for testing	Print Vendor to deliver to Boulder QTY - 1 box approx. 6,000 sheets	54	Thursday	9/12/2019
9/11/2019			55	Wednesday	9/11/2019
9/10/2019			56	Tuesday	9/10/2019
9/9/2019	<b>Ballot content from State to be provided</b>		57	Monday	9/9/2019
9/8/2019			58	Sunday	9/8/2019
9/7/2019			59	Saturday	9/7/2019
9/6/2019	Confirmation of ballot size to Print Vendor		60	Friday	9/6/2019
9/6/2019	<b>EOD - Certified Content to Counties</b>		60	Friday	9/6/2019
9/5/2019			61	Thursday	9/5/2019
9/4/2019	Afternoon - Print Vendor to start printing VI's (TG, MW to proof, confirm hardcopy print)	All inserts for Main, ID required and UOCAVA voter instruction sheets	62	Wednesday	9/4/2019
9/3/2019	Print Vendor sends "Insert Artwork" to the printing department		63	Tuesday	9/3/2019
9/2/2019	<b>Holiday - Labor Day</b>		64	Monday	9/2/2019
9/1/2019			65	Sunday	9/1/2019
8/31/2019			66	Saturday	8/31/2019
8/30/2019	9:00am - Boulder sends Approved "Insert Artwork" to Print Vendor	All inserts for Primary and special elections; ID required, UOCAVA, voter instruction sheets	67	Friday	8/30/2019
8/29/2019			68	Thursday	8/29/2019
8/28/2019	Insert artwork proofs submitted to Boulder from Print Vendor for approval	Hard copies as well as electronic for proofing	69	Wednesday	8/28/2019
8/27/2019			70	Tuesday	8/27/2019
8/26/2019	EOD: Boulder submits completed WOIS to Print Vendor final numbers	This is the data for print quantity for voter instruction sheets	71	Monday	8/26/2019
8/26/2019			71	Monday	8/26/2019
8/25/2019			72	Sunday	8/25/2019
8/24/2019			73	Saturday	8/24/2019

8/23/2019	COB - Boulder submits insert artwork (voter instruction sheet) to Print Vendor	Boulder to send a PDF	74	Friday	8/23/2019
8/22/2019			75	Thursday	8/22/2019
8/21/2019			76	Wednesday	8/21/2019
8/20/2019			77	Tuesday	8/20/2019
8/19/2019			78	Monday	8/19/2019
8/18/2019			79	Sunday	8/18/2019
8/17/2019			80	Saturday	8/17/2019
8/16/2019			81	Friday	8/16/2019
8/15/2019			82	Thursday	8/15/2019
8/14/2019			83	Wednesday	8/14/2019
8/13/2019			84	Tuesday	8/13/2019
8/12/2019			85	Monday	8/12/2019
8/11/2019			86	Sunday	8/11/2019
8/10/2019			87	Saturday	8/10/2019
8/9/2019			88	Friday	8/9/2019
8/8/2019			89	Thursday	8/8/2019
8/7/2019	<b>Mail ballot plan due to the SOS</b>		<b>90</b>	<b>Wednes</b>	8/7/2019
8/6/2019			91	Tuesday	8/6/2019
8/5/2019			92	Monday	8/5/2019
8/4/2019			93	Sunday	8/4/2019
8/3/2019			94	Saturday	8/3/2019
8/2/2019			95	Friday	8/2/2019
8/1/2019			96	Thursday	8/1/2019
7/31/2019	Conference call with Print Vendor to go over the BWOIS and MWOIS	Talk through the forms with Print Vendor before a final submit of numbers	97	Wednesday	7/31/2019
7/30/2019			98	Tuesday	7/30/2019
7/29/2019	EOD: Boulder submits completed MWOIS to Print Vendor final numbers	This is the data for print quantity for voter instruction sheets	99	Monday	7/29/2019
7/29/2019	8:30am: Print Vendor to send Boulder the BWOIS and MWOIS		99	Monday	7/29/2019
7/28/2019			100	Sunday	7/28/2019
7/27/2019			101	Saturday	7/27/2019
7/26/2019			102	Friday	7/26/2019
7/25/2019	Boulder submits ballot size and est. qty for paper fulfillment	WOIS download and send back as an attachment to Print Vendor	103	Thursday	7/25/2019
7/24/2019			104	Wednesday	7/24/2019
7/24/2019	Print Vendor sends Boulder the Work Order Instruction Sheets (WOIS)		104	Wednesday	7/24/2019

7/23/2019			105	Tuesday	7/23/2019
7/22/2019			106	Monday	7/22/2019
7/21/2019			107	Sunday	7/21/2019
7/20/2019			108	Saturday	7/20/2019
7/19/2019	Boulder to send final Envelope Order and quantities to Print Vendor	VBM envelope order form	109	Friday	7/19/2019
7/18/2019	Print Vendor to send approved envelope to MDA for approval		110	Thursday	7/18/2019
7/17/2019	<b>EOD</b> - Boulder to approve envelope order proofs		111	Wednesday	7/17/2019
7/16/2019			112	Tuesday	7/16/2019
7/15/2019	Print Vendor to send envelope proofs to Boulder for		113	Monday	7/15/2019
7/14/2019			114	Sunday	7/14/2019
7/13/2019			115	Saturday	7/13/2019
7/12/2019			116	Friday	7/12/2019
7/11/2019	<b>EOD</b> - Send draft envelopes to Print Vendor		117	Thursday	7/11/2019
7/10/2019	Boulder to send preliminary Envelope Order and quantities to Print Vendor		118	Wednesday	7/10/2019
7/9/2019			119	Tuesday	7/9/2019
7/8/2019			120	Monday	7/8/2019
7/7/2019			121	Sunday	7/7/2019



**Boulder County Purchasing**  
**1325 Pearl Street**  
**Boulder, CO 80302**  
[purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org)

## **INSURANCE AND W-9 REQUIREMENTS**

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### **INSURANCE REQUIREMENTS**

**General Liability**                    \$1,000,000 Each Occurrence  
                                              \$2,000,000 General Aggregate  
                                              \$2,000,000 Products Completed Operations Aggregate  
                                              3 years Products/Completed Operations

**Automobile Liability**                \$1,000,000 Each Accident  
                                              \*Including Hired & Non-Owned Auto

**Worker's Compensation and Employer's Liability**  
                                              Statutory limits

**Professional Liability or Errors and Omissions**  
                                              \$1,000,000 Per Loss  
                                              \$1,000,000 Aggregate  
                                              Coverage maintained or extended discovery period for 2 years

Note that the above insurance amounts are the minimum required for this project. **Proof of current insurance must be provided with your proposal in the form of a sample certificate or your proposal will be deemed non-responsive.** If you require a waiver of insurance requirements (e.g. Workers' Compensation and sole proprietorships) you may request one in your response with an explanation.

New certificates will be requested if the contract process takes more than 30 days after an award.

### **W-9 REQUIREMENT**

Provide a copy of your business's W-9 with your proposal.



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## SUBMITTAL SECTION

The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the PROPOSAL. Failure to submit any of the documents listed below as a part of your PROPOSAL, or failure to acknowledge any addendum in writing with your PROPOSAL, or submitting a proposal on any condition, limitation or provision not officially invited in this Request for Proposal (RFP) may be cause for rejection of the PROPOSAL.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE:** Proposer will check each box indicating compliance:

INCLUDED	ITEM
	Name and Address of the Partners and Subcontractors if applicable
	A detailed project schedule with an all-inclusive total cost
	Information on the relevant experience of key personnel
	State your compliance with the Terms and Conditions in the Sample Contract contained in this RFP. Specifically list any deviations and provide justification for each deviation.
	Submit three references for similar projects your company has completed within the last three years and contact information
	Insurance Certificate
	W-9
	Signature Page
	Addendum Acknowledgement(s) (If Applicable)



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## **EVALUATION CRITERIA**

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The proposals will be reviewed by a selection committee. The committee may request additional information from vendors or request interviews with one or more vendors. Final evaluation and selection may be based on, but not limited to, any or all of the following:

- Information presented in proposal
- Ability of the vendor to provide quality and timely products and services as specified in Exhibit A.
- Total Proposed Pricing
- Qualifications, experience, and reference checks of the vendor.
- Any other relevant and appropriate factors as determined by the county

A scoring matrix with the order and priority of criteria to be used by the county in its evaluation and selection process is shown below:

## RFP Evaluation Worksheet

<b>Category</b>	<b>Scoring</b>
Qualification Questions	
Is Contractor currently Dominion Ballot Printing qualified?	Yes/No
SPECIFICATIONS omitted from response?	Yes/No
Expectations - General Information	
How detailed or complete is the description (or SOP) of service or process?	Scale rating (0-5)
Expectations - Compliance and Capacity	
Does the response information provided demonstrate support for Boulder County's schedule and capacity expectations?	Scale rating (0-5)
Does the response information provided demonstrate support for Boulder County's quality assurance and quality control expectations?	Scale rating (0-5)
Expectations - Costs	
Is cost list detailed?	Scale rating (0-5)
How does the cost quoted compare to what we currently spend?	Scale rating (0-5)
Does the response information provided demonstrate a user-friendly ordering process?	Scale rating (0-5)
Expectations - Security	
Does the response information provided demonstrate support for Boulder County's security expectations?	Scale rating (0-5)
Specifications	
If specifications are omitted from response, evaluate the impact to Boulder County?	Scale rating (0-5)
<b>Totals</b>	<b>40</b>



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**1325 Pearl Street**  
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**SIGNATURE PAGE**

Contact Information	Response
Company Name including DBA	
List Type of Organization (Corporation, Partnership, etc.)	
Name, Title, and Email Address of Person Authorized to Contract with Boulder County	
Company Address	
Company Phone Number	
Company Website	

**By signing below I certify that:**

- I am authorized to bid on my company's behalf.
- I am not currently an employee of Boulder County.
- None of my employees or agents is currently an employee of Boulder County.
- I am not related to any Boulder County employee or Elected Official.
- (Sole Proprietorships Only) I am not a Public Employees' Retirement Association (PERA) retiree.

\_\_\_\_\_

**Signature of Person Authorized to Bid on  
Company's Behalf**

\_\_\_\_\_

**Date**

Note: If you cannot certify the above statements, please explain in a statement of explanation.



# BOULDER COUNTY (name of service contracting for) CONTRACT

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THIS CONTRACT ("Contract") is entered into between the County of Boulder, State of Colorado, acting by and through its Board of County Commissioners ("County") and (name of company) ("Contractor"), (collectively, the "Parties").

In consideration of the rights and obligations specified below, the County and the Contractor agree as follows:

1. Incorporation into Contract: The following documents (the "Contract Documents") are each expressly incorporated into this Contract by reference:

- a. *The Invitation for Bid and Bid Specifications of Boulder County Bid No. \_\_\_\_\_* together with any alterations and/or modifications to these Specifications (the "Bid Documents"); **[if applicable]**
- b. Contractor's proposal in response to the Bid Document (the "Proposal"); **[if applicable]**
- c. The scope of services, attached hereto as Exhibit A (the "Scope of Services"); **[if applicable]** and
- d. The fee schedule, attached hereto as Exhibit B (the "Fee Schedule"). **[if applicable]**

2. Work to be Performed: The Contractor will, in a good and workmanlike manner and at its own cost and expense, furnish all labor and equipment and do all work necessary and incidental to performing (specify type of work) as specified in the Contract Documents and this Contract (the "Work"). The Contractor shall perform the Work in strict accordance with the Bid Documents and this Contract.

3. Term of Contract: This Contract shall begin and become effective on the date of execution by the parties, which date is the date specified on the signature page of this Contract. Under this Contract, the Contractor shall begin Work on (date) and shall continue through (date).

4. Payment for Work Performed: In consideration of the Work to be performed by the Contractor, and subject to paragraph 14, the County shall pay to the Contractor, in accordance with the Bid Documents, \$ (contract price) .

5. Extension and/or Renewal of Contract Term:

- a. The County, in its sole discretion, may elect to extend the term of this Contract. In the event the County elects to exercise this right, it shall send notice to Contractor, pursuant to paragraph 15, of its intent to extend the term of the Contract. The notice shall set forth the length of the extension.
- b. Upon mutual agreement by the parties, this Contract may be renewed for four

additional one-year periods through date during which time this Contract shall be in full force and effect, subject to the termination provisions of paragraph 14. If this option to renew is exercised, the parties shall execute a written agreement no later than thirty (30) days before the expiration of this Contract or any subsequent renewals.

- c. All of the provisions of this Contract shall remain in full force and effect during any extension or renewed term except that the scope of services and compensation to be paid to Contractor during any extension or renewed term shall be mutually agreed upon prior to the commencement of any extension or renewed term. The agreed upon scope of services and compensation shall be reduced to writing, signed by both parties, and attached to this Contract.
- d. **TEN CALENDAR DAYS BEFORE THE COMMENCEMENT OF ANY EXTENDED TERM THE CONTRACTOR SHALL SUBMIT TO THE COUNTY PROOF OF INSURANCE AS REQUIRED IN PARAGRAPH 9.**
- e. Should the Parties fail to agree upon the scope of services or compensation to be paid to Contractor for any extension or renewed term, or should Contractor fail to submit the required documents within the time period specified in paragraph 5(d), then this Contract shall terminate at the end of the then current term and no extension or renewal of the term of the Contract shall occur.

6. Quality of Performance: The Contractor shall perform the Contract in a manner satisfactory and acceptable to the County. The County shall be the sole judge of the quality of performance.

7. Schedule of Work: The Contractor shall perform the Work during the hours designated by the County so as to avoid inconvenience to the County and its personnel and interference with the County's operations.

8. Indemnity: The Contractor shall be liable and responsible for any and all damages to persons or property caused by or arising out of the actions, obligations, or omissions of the Contractor, its employees, agents, representatives or other persons acting under the Contractor's direction or control in performing or failing to perform the Work under this Contract. The Contractor will indemnify and hold harmless the County, its elected and appointed officials, and its employees, agents and representatives (the "indemnified parties"), from any and all liability, claims, demands, actions, damages, losses, judgments, costs or expenses, including but not limited to attorneys' fees, which may be made or brought or which may result against any of the indemnified parties as a result or on account of the actions or omissions of the Contractor, its employees, agents or representatives, or other persons acting under the Contractor's direction or control.

9. Insurance Requirements: The Contractor shall procure and maintain at its own expense, and without cost to the County, the following kinds and minimum amounts of insurance for purposes of insuring the liability risks which the Contractor has assumed until this Contract has expired or is terminated:

a. Commercial General Liability.

***Non-Construction contracts use the following language:***

This coverage should be provided on an Occurrence Form, ISO CG001 or equivalent, with Minimum limits of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products Completed Operations Aggregate.

***Construction Contracts only – include the following paragraph:***

Coverage should be provided on an Occurrence form, ISO CG0001 or equivalent. The policy shall be endorsed to include Additional Insured endorsements CG 2010 (or equivalent), Designated Construction Projects General Aggregate Endorsement CG2503 (or equivalent) and Additional Insured (for products/completed operations) CG 2037 (or equivalent). Minimum limits required of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products Completed Operations Aggregate”. The County requires Products/Completed Operations coverage to be provided 2 years after completion of construction. An endorsement must be included with the certificate.

b. Automobile Liability.

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of the Contract. Minimum limits \$1,000,000 Each Accident.

***This coverage may not be required if Contractor is not using a vehicle as part of its performance under the contract.***

c. Workers' Compensation and Employer's Liability.

Workers' Compensation must be maintained with the statutory limits. Employer's Liability is required for minimum limits of \$100,000 Each Accident/\$500,000 Disease-Policy Limit/\$100,000 Disease-Each Employee.

***This coverage may not be required if contractor is not mandated under State law to maintain this coverage.***

d. Umbrella / Excess Insurance

Umbrella/Excess Liability insurance in the amount \$X,000,000.00, following form.

e. Professional Liability (Errors and Omissions).

Professional liability coverage with minimum limits of \$1,000,000 Per Loss and \$1,000,000 Aggregate. Professional Liability provisions indemnifying for loss and expense resulting from errors, omission, mistakes or malpractice is acceptable and may be written on a claims made basis. The contractor warrants that any retroactive date under the

policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

f. **Pollution Liability.**

Coverage shall cover the Contractor's completed operations. The coverage must also include sudden and gradual pollution conditions including clean-up costs when mandated by governmental authority, when required by law or as a result of a third party claim. Minimum limits required are \$1,000,000 Per Loss and \$1,000,000 Aggregate. If the coverage is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this Contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under this contract is completed.

g. **Commercial Crime Insurance / Third Party Fidelity Bond**

The Crime limit shall be \$1,000,000 Per Loss and include an endorsement for "Employee Theft of Client Property". This third party coverage can also be provided by obtaining a third party fidelity bond

h. **Privacy / Cyber Liability Insurance (HIPAA Compliance)**

As a provider of a service which *may* require the knowledge and retention of HIPPA sensitive personal information of clients served, the following minimum insurance limits are required:

- Contractors with 10 or fewer clients: \$50,000.
- Contractors with 11 – 15 clients: \$500,000.
- Contractors with more than 25 clients: \$1,000,000.

The Contractor shall provide a Certificate of Insurance to Boulder County demonstrating that the insurance requirements have been met prior to the commencement of Work under this Contract. Boulder County shall be named as an additional insured for General Liability and Pollution Liability, as designated in the contract. Additional insured shall be endorsed to the policy.

**THE ADDITIONAL INSURED WORDING SHOULD BE AS FOLLOWS:** *County of Boulder, State of Colorado, a body corporate and politic, is named as Additional Insured.*

Contractor shall forward certificates of insurance directly to (\_\_\_\_) **Agency / Department Representative's Name & Address**).

**Notice of Cancellation:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the County, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. If any

insurance company refuses to provide the required notice, the Contractor or its insurance broker shall notify the County of any cancellation, suspension, and/or nonrenewal of any insurance within seven (7) days of receipt of insurers' notification to that effect.

Please forward certificates to the county representative named above.

10. Nondiscrimination: The Contractor agrees to comply with the letter and spirit of the Colorado Anti-Discrimination Act, C.R.S. § 24-34-401, et seq., as amended, and all applicable local, state and federal laws respecting discrimination and unfair employment practices. Boulder County prohibits unlawful discrimination on the basis of race, color, religion, gender, gender identity, national origin, age 40 and over, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state or local law and the Boulder County Policy manual (of which is available upon request).

11. Nondiscrimination Provisions Binding on Subcontractors: In all solicitations by the Contractor for any Work related to this Contract to be performed under a subcontract, either by competitive bidding or negotiation, the Contractor shall notify each potential subcontractor of the Contractor's obligations under this Contract, and of all pertinent regulations relative to nondiscrimination and unfair employment practices.

12. Information and Reports: The Contractor will provide to authorized governmental representatives, including those of the County, State and Federal Government, all information and reports which they may require for any purpose authorized by law. The Contractor will permit such authorized governmental representatives access to the Contractor's facilities, books, records, accounts, and any other relevant sources of information. Where any information required by any such authorized government representative is in the exclusive possession of a person other than the Contractor, then such Contractor shall so certify to the County, and shall explain what efforts it has made to obtain the information.

13. Independent Contractor: The Parties recognize and agree that the Contractor is an independent contractor for all purposes, both legal and practical, in performing services under this Contract, and that the Contractor and its agents and employees are not agents or employees of Boulder County for any purpose. As an independent contractor, the Contractor shall be responsible for employing and directing such personnel and agents as it requires to perform the services purchased under this Contract, shall exercise complete authority over its personnel and agents, and shall be fully responsible for their actions.

**Contractor acknowledges that it is not entitled to unemployment insurance benefits or workers' compensation benefits from Boulder County, its elected officials, agents, or any program administered or funded by Boulder County. Contractor shall be entitled to unemployment insurance or workers' compensation insurance only if unemployment compensation coverage or workers' compensation coverage is provided by Contractor, or some other entity that is not a party to this Contract. Contractor is obligated to pay federal and state income tax on any monies earned pursuant to this Contract.**

14. Termination and Related Remedies:

- a. The other provisions of this Contract notwithstanding, financial obligations of Boulder County payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. **Boulder County is prohibited by law from making financial commitments beyond the term of its current fiscal year.** The County has contracted for goods and/or services under this Contract and has reason to believe that sufficient funds will be available for the full term of the Contract. Where, however, for reasons beyond the control of the Board of County Commissioners as the funding entity, funds are not allocated for any fiscal period beyond the one in which this Contract is entered into, the County shall have the right to terminate this Contract by providing seven (7) days written notice to the Contractor pursuant to paragraph 15, and will be released from any and all obligations hereunder. If the County terminates the Contract for this reason, the County and the Contractor shall be released from all obligations to perform Work and make payments hereunder, except that the County shall be required to make payment for Work which has been performed by the Contractor prior to the effective date of termination under this provision; and, conversely, the Contractor shall be required to complete any Work for which the County has made payment prior to providing written notice to the Contractor of the termination.
- b. The preceding provisions notwithstanding, the County may terminate this Contract, either in whole or in part, for any reason, whenever the County determines that such termination is in the County's best interests. Such termination shall be effective after the County provides seven (7) days written notice to the Contractor pursuant to paragraph 15.
- c. In the event the County exercises either of the termination rights specified in paragraphs 14(a) or 14(b), this Contract shall cease to be of any further force and effect, with the exception of all Contract remedies which are specified herein and may otherwise be available to the parties under the law, and with the exception of any rights or liabilities of the parties which may survive by virtue of this Contract.

15. Notices: For purposes of the notices required to be provided under paragraphs 5, 9, and 14, all such notices shall be in writing, and shall be either sent by Certified U.S. Mail - Return Receipt Requested, Electronic Mail, or hand-delivered to the following representatives of the parties at the following addresses:

For the County: (enter DH/EO's name, Department, Mailing and Email Address)  
 For the Contractor: (enter Contractor's name, Mailing and Email Address)

In the event a notice is mailed pursuant to the provisions of this paragraph, the time periods specified in paragraph 14 shall commence to run on the day after the postmarked date of mailing.

16. Statutory Requirements: This Contract is subject to all statutory requirements that are or may become applicable to counties or political subdivisions of the State of Colorado generally. Without limiting the scope of this provision, the Contract is specifically subject to the

following statutory requirement:

Contract payments may be withheld pursuant to C.R.S. § 38-26-107 if the County receives a verified statement that the Contractor has not paid amounts due to any person who has supplied labor or materials for the project.

17. Prohibitions on Public Contract for Services:

Pursuant to Colorado Revised Statutes (C.R.S.), § 8-17.5-101, et seq., as amended, the Contractor shall meet the following requirements prior to signing this Contract (public contract for service) and for the duration thereof:

A. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

B. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

C. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.

D. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.

E. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and, terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous sentence, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

F. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

G. If Contractor violates any provisions of this Section of this Contract the County may terminate this Contract for breach of contract. If the Contract is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

18. Amendments: This Contract may be altered, amended or repealed only on the mutual agreement of the County and the Contractor by a duly executed written instrument.

19. Assignment: This Contract shall not be assigned or subcontracted by the Contractor without the prior written consent of the County.

20. Complete Agreement/Binding Effect: This agreement represents the complete agreement between the Parties hereto and shall be fully binding upon the successors, heirs, and assigns of the Parties, if any, during the term hereof.

21. Governing Law: The laws of the State of Colorado shall govern the interpretation and enforcement of this Contract. Any litigation that may arise between the parties involving the interpretation or enforcement of the terms of this Contract shall be initiated and pursued by the parties in the Courts of the 20<sup>th</sup> Judicial District of the State of Colorado and the applicable Colorado Appellate Courts.

22. Breach: Any waiver of a breach of this Contract shall not be held to be a waiver of any other or subsequent breach of this Contract. All remedies afforded in this Contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided herein or by law.

23. Termination of Prior Agreements: This Contract cancels and terminates, as of its effective date, all prior agreements between the parties relating to the services covered by this Contract, whether written or oral or partly written and partly oral.

24. Invalidity Provision: Should any of the provisions of this Contract be held to be invalid or unenforceable, then the balance of the agreement shall be held to be in full force and effect as though the invalid portion was not included; provided, however, that should the invalidity or unenforceability go to the essence of the agreement or be of substantial nature, then the Party or Parties who would receive the benefit of the provision, were it not invalid or unenforceable, shall have the option to terminate this Contract, forthwith.

25. Third Party Beneficiary: The enforcement of the terms and conditions of this Contract and all rights of action relating to such enforcement shall be strictly reserved to the County and the Contractor, and nothing contained in this Contract shall give or allow any claim or right of action whatsoever by any other or third person. It is the express intent of the parties to this Contract that any person receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

26. Conflict of Provisions: In the event of any conflict between the terms of this Contract and the terms of any attachments or addenda, the terms of this Contract shall control.

27. Governmental Immunity: Nothing in this Contract shall be construed in any way to be a waiver of the County's immunity protection under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., as amended.



28. Execution by Counterparts; Electronic Signatures: This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The Parties approve the use of electronic signatures for execution of this Contract. Only the following two forms of electronic signatures shall be permitted to bind the Parties to this Contract: (1) Electronic or facsimile delivery of a fully executed copy of a signature page; (2) The image of the signature of an authorized signer inserted onto PDF format documents. All use of electronic signatures shall be governed by the Uniform Electronic Transactions Act, C.R.S. §§ 24-71.3-101 to 121.

**[Signature Page to Follow]**

IN WITNESS WHEREOF, the Parties have executed and entered into this Contract as of the latter day and year indicated below.

Executed by Boulder County on \_\_\_\_\_.  
(date)

**COUNTY OF BOULDER  
STATE OF COLORADO**

**ATTEST:** \_\_\_\_\_

By: \_\_\_\_\_  
Administrative Assistant  
Clerk to the Board of Commissioners

(seal)

By: \_\_\_\_\_  
Elise Jones, Chair,  
Board of County Commissioners

Executed by Contractor on \_\_\_\_\_.  
(date)

**CONTRACTOR:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

**CONTRACTOR’S CERTIFICATION OF COMPLIANCE**

Pursuant to Colorado Revised Statutes, § 8-17.5-101, et seq., as amended, as a prerequisite to entering into a contract for services with Boulder County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, et seq., in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Note: Registration for the E-Verify Program can be completed at: <https://e-verify.uscis.gov/enroll/>.

Image 1: Outgoing Envelopes

Boulder County Clerk and Recorder  
Elections Division  
1750 33rd Street, Suite 200  
Boulder, CO 80301-2546

NONPROFIT ORG  
US POSTAGE  
PAID  
Boulder County  
Clerk and Recorder

**RETURN SERVICE REQUESTED**



# Official Ballot Enclosed

**Vote early!**  
Once you decide how to vote, return your ballot. Returning your ballot early helps reduce campaign phone calls and streamlines the elections process.

Window Size  
1-3/4" High by 4" Wide

Window Placement  
5" from Left  
5/8" from Bottom

Poly Film

Image 1: Outgoing Envelopes

Window Size: 7/8" High by 3 3/8" Wide

Window Placement: 5 1/8" from Left 3 3/4" from Bottom

Poly Film

**This may not be your only ballot. You may receive a mail ballot from another political subdivision conducting an election on the same day.**

**If envelope is addressed to a person not living at this address, please write "return to sender" on reverse side and drop in a USPS box for return delivery.**

## Image 2: Landowner Outgoing Envelope

Boulder County Clerk and Recorder  
Elections Division  
1750 33rd Street, Suite 200  
Boulder, CO 80301-2546

**RETURN SERVICE REQUESTED**



NONPROFIT ORG  
US POSTAGE  
PAID  
Boulder County  
Clerk and Recorder

# Official Landowner Ballot Enclosed

**Vote early!**  
Once you decide how to vote, return your ballot. Returning your ballot early helps reduce campaign phone calls and streamlines the elections process.

Window Size  
1-3/4" High by 4" Wide

Window Placement  
5" from Left  
5/8" from Bottom

Poly Film

Image 2: Land Owner Outgoing Envelope

Window Size: 7/8" High by 3 3/8" Wide

Window Placement: 5 1/8" from Left 3 3/4" from Bottom

Poly Film

**This may not be your only ballot. You may receive a mail ballot from another political subdivision conducting an election on the same day.**

**If envelope is addressed to a person not living at this address, please write "return to sender" on reverse side and drop in a USPS box for return delivery.**

### Image 3: Outgoing Envelope Office

Boulder County Clerk and Recorder  
Elections Division  
1750 33rd Street, Suite 200  
Boulder, CO 80301-2546

**RETURN SERVICE REQUESTED**



# Official Ballot Enclosed

**Vote early!**  
Once you decide how to vote, return your ballot. Returning your ballot early helps reduce campaign phone calls and streamlines the elections process.

Window Size  
1-3/4" High by 4" Wide

Window Placement  
5" from Left  
5/8" from Bottom

Poly Film



### Image 3 Outgoing Envelope- Office

Window Size: 7/8" High by 3 3/8" Wide

Window Placement: 5 1/8" from Left 3 3/4" from Bottom

Poly Film

**This may not be your only ballot. You may receive a mail ballot from another political subdivision conducting an election on the same day.**

**If envelope is addressed to a person not living at this address, please write "return to sender" on reverse side and drop in a USPS box for return delivery.**

**IMPORTANT INFORMATION**

1. The Clerk & Recorder must receive this ballot by 7:00 p.m. Election Day to count. Postmarks do not count as receipt.
2. It is a violation of law to receive more than 10 ballots for mailing or delivery in any election.
3. Vote and return only your ballot in this envelope.

For Election Office Use Only



From \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Image 4: Inner Return Envelope



Use a 24-hour ballot box to drop-off your ballot or affix adequate postage

You must sign the back of this envelope and it must be **received** by 7:00 PM on Election Day



# OFFICIAL BALLOT ENCLOSED



**MOLLY FITZPATRICK  
ELECTIONS DIVISION  
BOULDER COUNTY CLERK & RECORDER  
PO BOX 9010  
BOULDER CO 80301-9010**

\_\_\_\_\_ Date  
\_\_\_\_\_ Witness's Legal Name

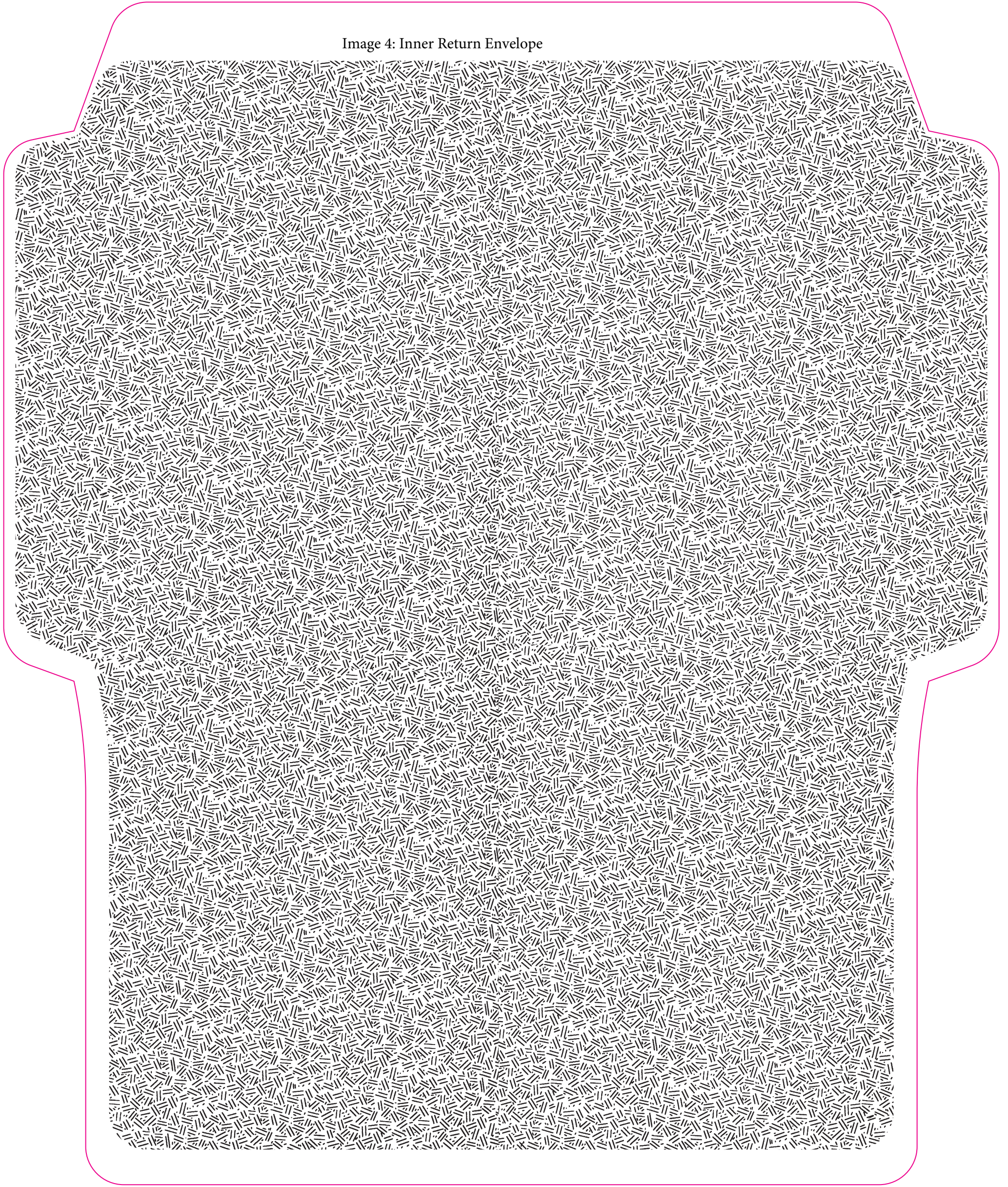
**X**  
VOTER'S SIGNATURE - (Required)  
If the voter is unable to sign, he or she must make a mark and have the mark witnessed by another person.

**POSTMASTER - DO NOT DELIVER TO THIS ADDRESS**

**SELF-AFFIRMATION**  
I state under penalty of perjury that I am an eligible elector; that my signature and name are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992".

**STOP! DID YOU REMEMBER TO SIGN THIS BALLOT ENVELOPE?**

Image 4: Inner Return Envelope



From

Image 4: Inner Return Envelope



Use a 24-hour  
ballot box to  
drop-off your  
ballot or affix  
adequate  
postage

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You must sign the back of  
this envelope and it must  
be received by 7:00 PM on  
Election Day



**OFFICIAL BALLOT ENCLOSED**



MOLLY FITZPATRICK  
ELECTIONS DIVISION  
BOULDER COUNTY CLERK & RECORDER  
PO BOX 9010  
BOULDER CO 80301-9010

**For Election Office Use Only**

**IMPORTANT INFORMATION**

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3. Vote and return only your ballot in this envelope.

Image 4: Inner Return Envelope

(UNDER FLAP VIEW)

# STOP! DID YOU REMEMBER TO SIGN THIS BALLOT ENVELOPE?

Image 4: Inner Return Envelope

## SELF-AFFIRMATION

I state under penalty of perjury that I am an eligible elector; that my signature and name are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992".

**POSTMASTER - DO NOT DELIVER TO THIS ADDRESS**

**X** \_\_\_\_\_

**VOTER'S SIGNATURE - (Required)**

If the voter is unable to sign, he or she must make a mark and have the mark witnessed by another person.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Legal Name



**IMPORTANT INFORMATION**  
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2. It is a violation of law to receive more than 10 ballots for mailing or delivery in any election.  
3. Vote and return only your ballot in this envelope.

For Election Office Use Only



From

Image 5 - Landowner Inner Return Envelope



Use a 24-hour ballot box to drop-off your ballot or affix adequate postage

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You must sign the back of this envelope and it must be received by 7:00 PM on Election Day



**OFFICIAL BALLOT ENCLOSED**



**MOLLY FITZPATRICK  
ELECTIONS DIVISION  
BOULDER COUNTY CLERK & RECORDER  
PO BOX 9010  
BOULDER CO 80301-9010**



**POSTMASTER - DO NOT DELIVER TO THIS ADDRESS**

I state under penalty of perjury that I am an eligible elector; that my signature and name are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992".

**SELF-AFFIRMATION**

If the voter is unable to sign, he or she must make a mark and have the mark witnessed by another person.

**VOTER'S SIGNATURE - (Required)**

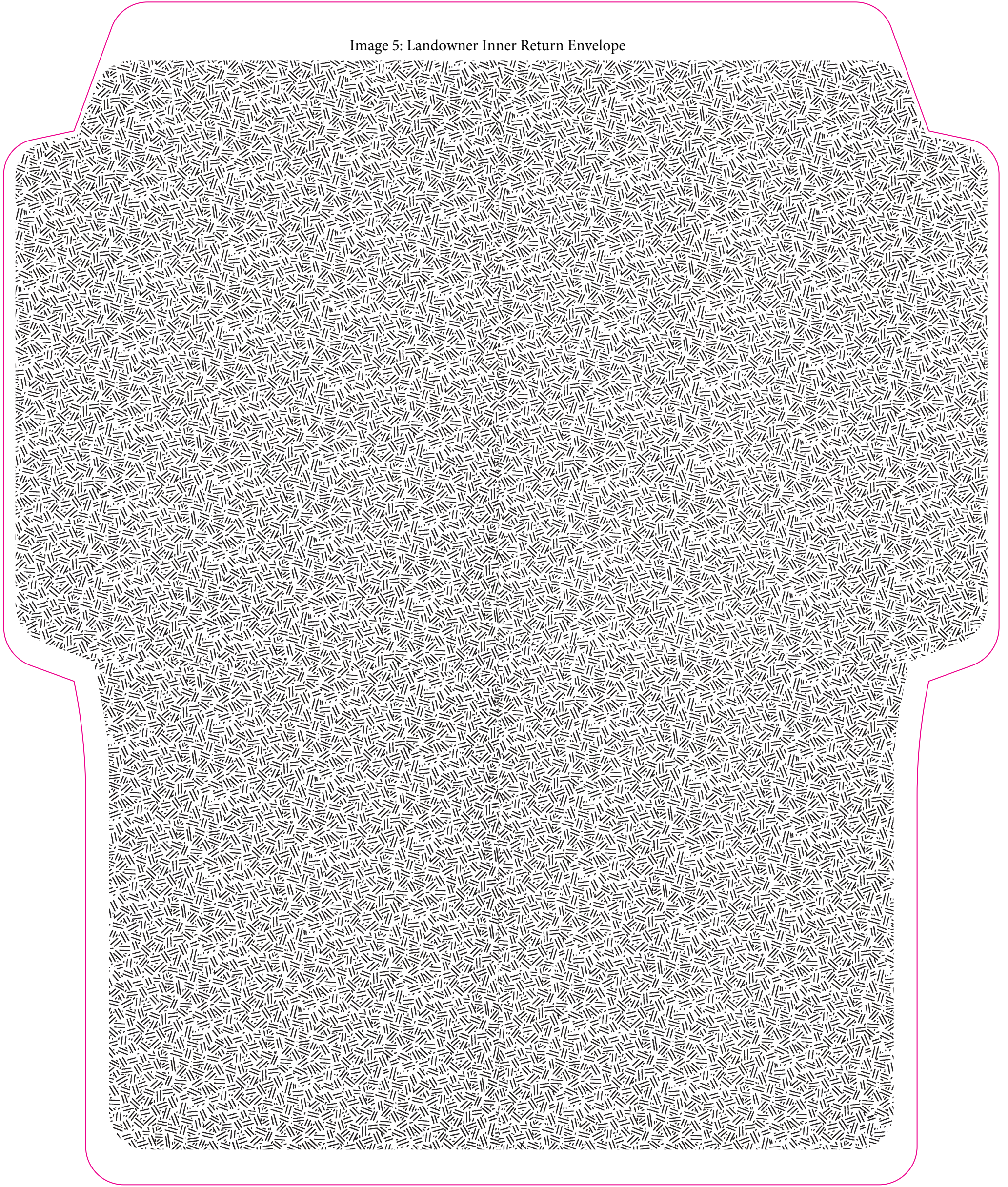
**X**

Witness's Legal Name

Date

**STOP! DID YOU REMEMBER TO SIGN THIS BALLOT ENVELOPE?**

Image 5: Landowner Inner Return Envelope





Use a 24-hour  
ballot box to  
drop-off your  
ballot or affix  
adequate  
postage

From

Image 5 Landowner Inner Return Envelope



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You must sign the back of  
this envelope and it must  
be received by 7:00 PM on  
Election Day



**OFFICIAL BALLOT ENCLOSED**



**MOLLY FITZPATRICK  
ELECTIONS DIVISION  
BOULDER COUNTY CLERK & RECORDER  
PO BOX 9010  
BOULDER CO 80301-9010**

For Election Office Use Only

**IMPORTANT INFORMATION**

1. The Clerk & Recorder must receive this ballot by 7:00 p.m. Election Day to count. Postmarks do not count as receipt.
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3. Vote and return only your ballot in this envelope.

Image 5 Landowner Inner Return Envelope

**SELF-AFFIRMATION**

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**POSTMASTER - DO NOT DELIVER TO THIS ADDRESS**

**X** \_\_\_\_\_

**VOTER'S SIGNATURE - (Required)**

If the voter is unable to sign, he or she must make a mark and have the mark witnessed by another person.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Legal Name



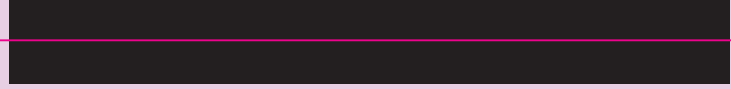
(UNDER FLAP VIEW)

**STOP! DID YOU REMEMBER TO SIGN THIS BALLOT ENVELOPE?**

Image 5 Landowner Inner Return Envelope

**IMPORTANT INFORMATION**  
1. The Clerk & Recorder must receive this ballot by 7:00 p.m. Election Day to count. Postmarks do not count as receipt.  
2. It is a violation of law to receive more than 10 ballots for mailing or delivery in any election.  
3. Vote and return only your ballot in this envelope.

For Election Office Use Only



From

Image 6: ID Required Inner Return Envelope



Use a 24-hour ballot box to drop-off your ballot or affix adequate postage

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You must sign the back of this envelope and it must be received by 7:00 PM on Election Day



**OFFICIAL BALLOT ENCLOSED**



**MOLLY FITZPATRICK  
ELECTIONS DIVISION  
BOULDER COUNTY CLERK & RECORDER  
PO BOX 9010  
BOULDER CO 80301-9010**



**POSTMASTER - DO NOT DELIVER TO THIS ADDRESS**

**SELF-AFFIRMATION**  
I state under penalty of perjury that I am an eligible elector; that my signature and name are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992".

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Legal Name

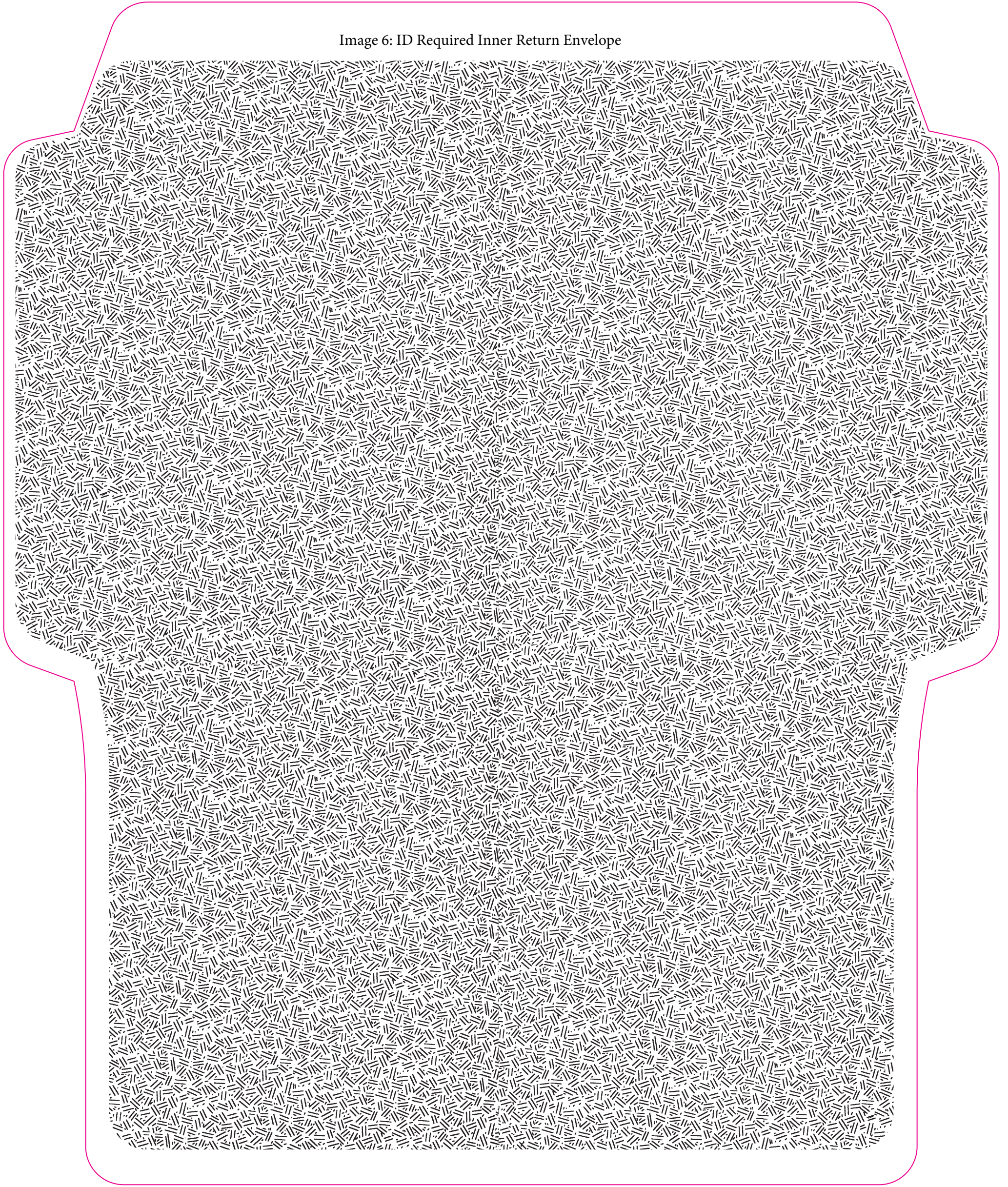
If the voter is unable to sign, he or she must make a mark and have the mark witnessed by another person.

\_\_\_\_\_  
**VOTER'S SIGNATURE - (Required)**



**IMPORTANT - IDENTIFICATION (ID) REQUIRED**  
Remember to enclose a copy of your ID. Refer to the list of ACCEPTABLE FORMS OF IDENTIFICATION provided in the ballot packet.

Image 6: ID Required Inner Return Envelope



From

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Image 6 - ID Required Inner Return Envelope



Use a 24-hour  
ballot box to  
drop-off your  
ballot or affix  
adequate  
postage

You must sign the back of  
this envelope and it must  
be received by 7:00 PM on  
Election Day



**OFFICIAL BALLOT ENCLOSED**



MOLLY FITZPATRICK  
ELECTIONS DIVISION  
BOULDER COUNTY CLERK & RECORDER  
PO BOX 9010  
BOULDER CO 80301-9010

**For Election Office Use Only**

**IMPORTANT INFORMATION**

1. The Clerk & Recorder must receive this ballot by 7:00 p.m. Election Day to count. Postmarks do not count as receipt.
2. It is a violation of law to receive more than 10 ballots for mailing or delivery in any election.
3. Vote and return only your ballot in this envelope.

Image 6: ID Required Inner Return Envelope

(UNDER FLAP VIEW)

Image 6: ID Required Inner Return Envelope

**IMPORTANT - IDENTIFICATION (ID) REQUIRED**

Remember to enclose a copy of your ID. Refer to the list of  
**ACCEPTABLE FORMS OF IDENTIFICATION** provided in the ballot packet.

**SELF-AFFIRMATION**

I state under penalty of perjury that I am an eligible elector;  
that my signature and name are as shown on this envelope;  
that I have not and will not cast any vote in this election  
except by the enclosed ballot; and that my ballot is enclosed  
in accord with the provisions of the "Uniform Election Code  
of 1992".

**POSTMASTER - DO NOT DELIVER TO THIS ADDRESS**

X

**VOTER'S SIGNATURE - (Required)**

If the voter is unable to sign, he or she must make a mark and  
have the mark witnessed by another person.

Date

Witness's Legal Name





**IMPORTANT INFORMATION**

1. The Clerk & Recorder must receive this ballot by 7:00 p.m. Election Day to count. Postmarks do not count as receipt.
2. It is a violation of law to receive more than 10 ballots for mailing or delivery in any election.
3. Vote and return only one ballot in this envelope.

For Election Office Use Only



From

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Image 7: UAF Primary Inner Return Envelope



Use a 24-hour ballot box to drop-off your ballot or affix adequate postage

You must sign the back of this envelope and it must be **received** by 7:00 PM on Election Day



**OFFICIAL BALLOT ENCLOSED**

|||||  
 HILLARY HALL  
 ELECTIONS DIVISION  
 BOULDER COUNTY CLERK & RECORDER  
 PO BOX 9010  
 BOULDER CO 80301-9010

\_\_\_\_\_ Date  
 \_\_\_\_\_ Witness's Legal Name

**X**  
 \_\_\_\_\_  
 VOTER'S SIGNATURE - (Required)  
 If the voter is unable to sign, he or she must make a mark and have the mark witnessed by another person.

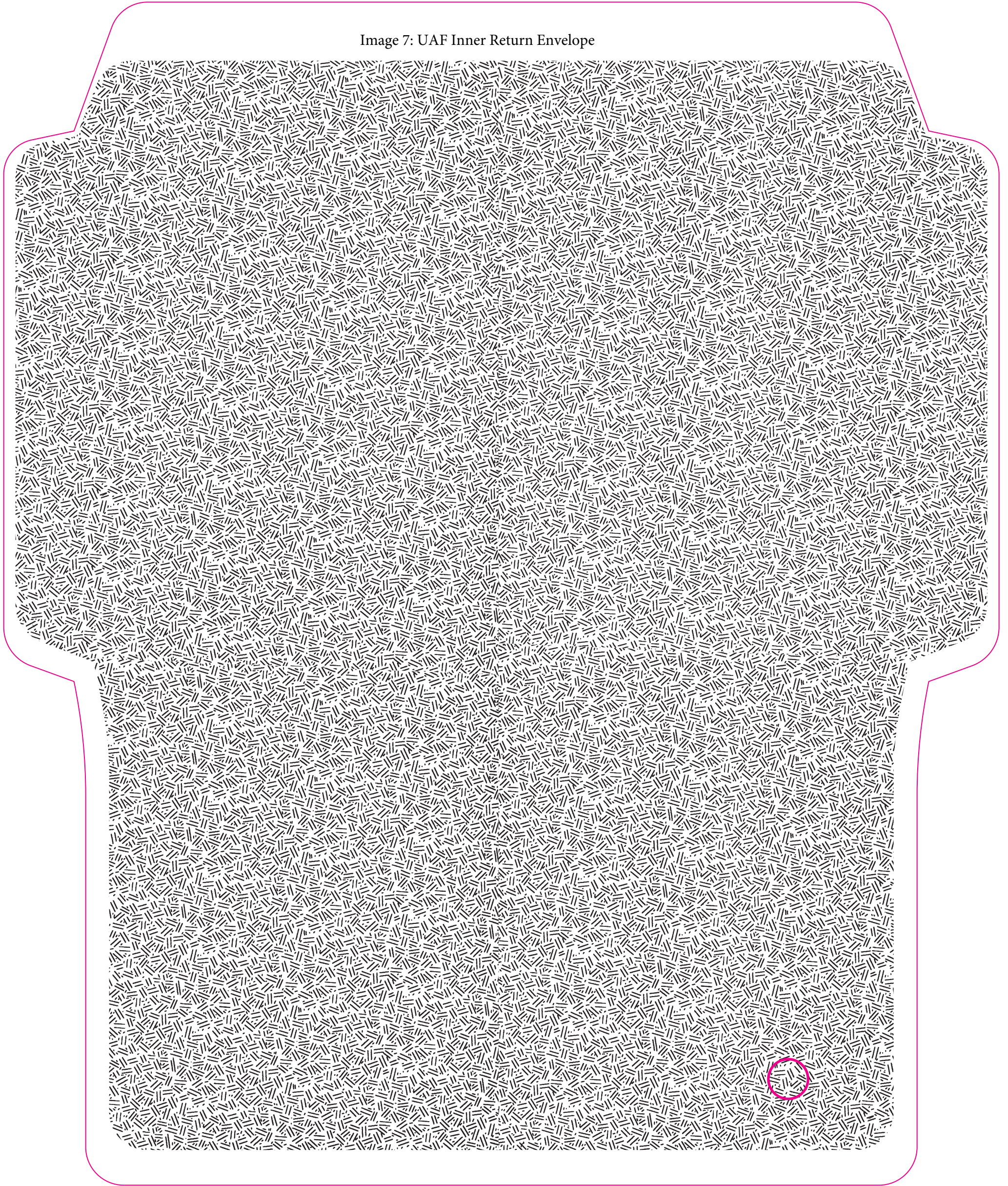
POSTMASTER - DO NOT DELIVER TO THIS ADDRESS

**SELF-AFFIRMATION**  
 I state under penalty of perjury that I am an eligible elector; that my signature and name are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992".



**STOP! DID YOU REMEMBER TO SIGN THIS BALLOT ENVELOPE?**

Image 7: UAF Inner Return Envelope



From

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Image 7 UAF Primary Inner Return Envelope



Use a 24-hour  
ballot box to  
drop-off your  
ballot or affix  
adequate  
postage

You must sign the back of  
this envelope and it must  
be received by 7:00 PM on  
Election Day



**OFFICIAL BALLOT ENCLOSED**



HILLARY HALL  
ELECTIONS DIVISION  
BOULDER COUNTY CLERK & RECORDER  
PO BOX 9010  
BOULDER CO 80301-9010

**For Election Office Use Only**

**IMPORTANT INFORMATION**

1. The Clerk & Recorder must receive this ballot by 7:00 p.m. Election Day to count. Postmarks do not count as receipt.
2. It is a violation of law to receive more than 10 ballots for mailing or delivery in any election.
3. Vote and return only one ballot in this envelope.



Image 7: UAF Primary Inner Return Envelope

(UNDER FLAP VIEW)

# STOP! DID YOU REMEMBER TO SIGN THIS BALLOT ENVELOPE?

Image 7 UAF Primary Inner Return Envelope



## SELF-AFFIRMATION

I state under penalty of perjury that I am an eligible elector; that my signature and name are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992".

**POSTMASTER - DO NOT DELIVER TO THIS ADDRESS**

**X** \_\_\_\_\_

**VOTER'S SIGNATURE - (Required)**

If the voter is unable to sign, he or she must make a mark and have the mark witnessed by another person.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Legal Name



## Image 8: UOCAVA Outgoing Envelope

Boulder County Clerk and Recorder  
Elections Division  
1750 33rd Street, Suite 200  
Boulder, CO 80301-2546



U.S. Postage Paid  
39 USC 3406

**PAR AVION**

**RETURN SERVICE REQUESTED**



**OFFICIAL ABSENTEE BALLOTING MATERIAL-FIRST-CLASS MAIL**

NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0

**Vote early!**  
Once you decide how to vote, return your ballot. Returning your ballot early helps reduce campaign phone calls and streamlines the elections process.

Window Size  
1-3/4" High by 4" Wide

Window Placement  
5" from Left  
5/8" from Bottom

Poly Film

**Image 8: UOCAVA Outgoing Envelope**

**This may not be your only ballot. You may receive a mail ballot from another political subdivision conducting an election on the same day.**

**If envelope is addressed to a person not living at this address, please write “return to sender” on reverse side and drop in a USPS box for return delivery.**

Important information for absent uniformed service electors and resident/nonresident overseas electors:  
 1. To be counted, your voted ballot must be sent or transmitted by 7:00 p.m. MT on the day of the Election. Voted ballots must be in the hands of the Clerk and Recorder's Office no later than the close of business on the 8th day following the day of the Election.  
 2. Postmarks do not count as delivery or receipt. If you anticipate that this ballot will not reach the County Clerk's office by the deadline, please be advised that you can submit a request for a faxed ballot. You can access a facsimile application form on the Colorado Secretary of State's website at www.govotecolorado.com/mil. To ensure that your ballot is counted, a ballot can be faxed to you with instructions on where to fax your voted facsimile ballot.  
 3. Failure to sign the AFFIDAVIT OF VOTER will invalidate your ballot. Vote and return only your ballot in this envelope.



For Election Office Use Only



Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Town/City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

Image 9: UOCAVA Return Envelope



U.S. Postage Paid  
 39 USC 3406

**PAR AVION**

**IMPORTANT! FAILURE TO INCLUDE  
 YOUR SIGNATURE ON THE BACK  
 OF THIS ENVELOPE WILL INVALIDATE  
 YOUR BALLOT.**



**OFFICIAL ABSENTEE BALLOTING MATERIAL—FIRST CLASS MAIL**

NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0



**MOLLY FITZPATRICK  
 ELECTIONS DIVISION  
 BOULDER COUNTY CLERK & RECORDER  
 PO BOX 9010  
 BOULDER CO 80301-9010**



**POSTMASTER - DO NOT DELIVER TO THIS ADDRESS**

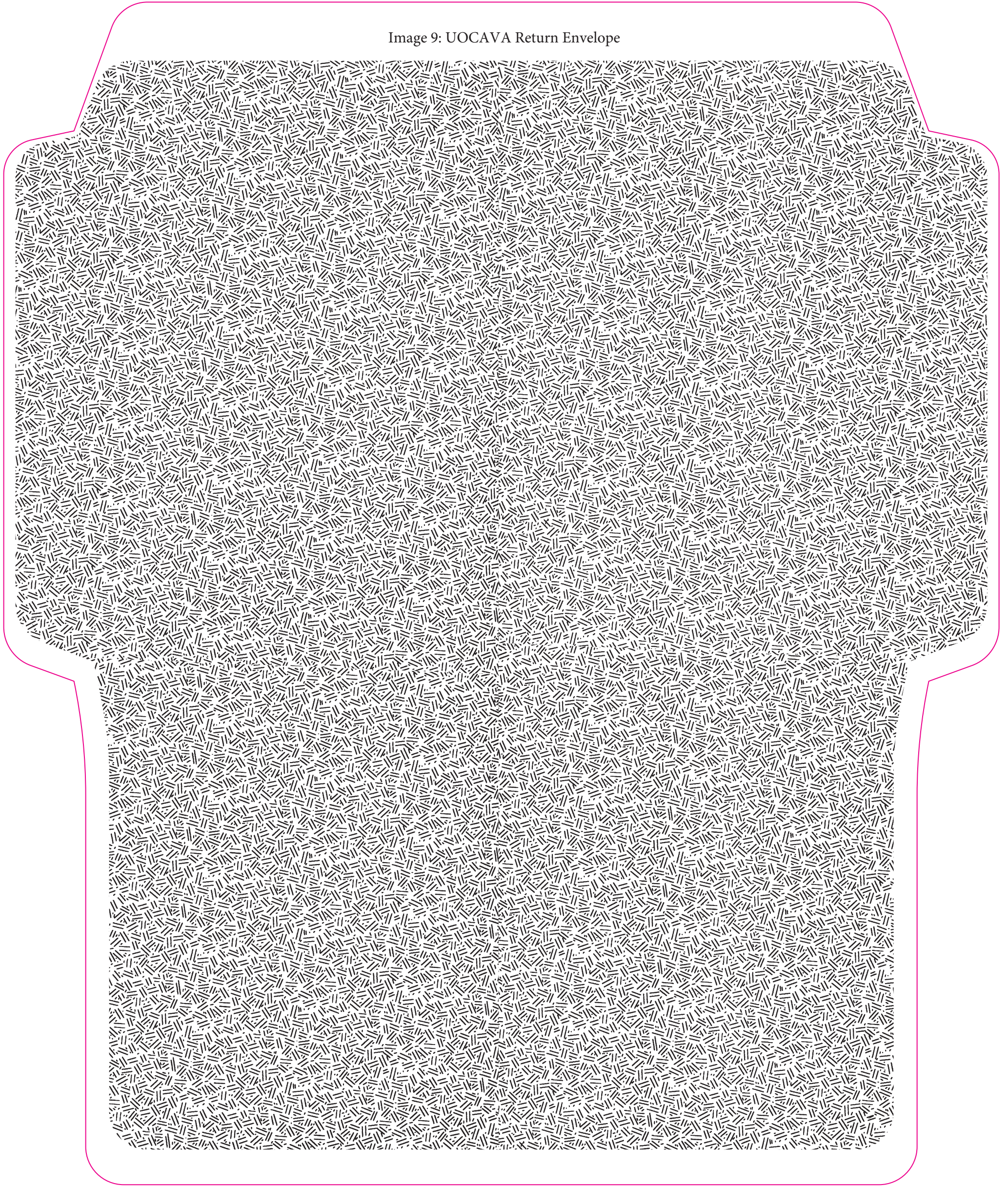
DATE \_\_\_\_\_  
 Month/Day/Year

X  
 Voter's Signature - (Signature Required) \_\_\_\_\_

**AFFIDAVIT OF VOTER**  
 I swear or affirm, under penalty of perjury, that I am:  
 1. A member of the Uniformed Services or Merchant Marine on active duty, or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S.; or Other U.S. citizen residing outside the U.S.; and  
 2. I am a U.S. citizen, at least 18 years of age (or will be by the date of the election), and I am eligible to vote in the requested jurisdiction; and  
 3. I have not been convicted of a felony, or other disqualifying offense, or been adjudicated mentally incompetent, or, if so, my voting rights have been reinstated; and  
 4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. except the jurisdiction cited in this voting form.  
 To vote, I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except for those authorized to assist voters under state or federal law. I have not been influenced.  
 My signature and date above indicate when I completed this document and I affirm that I mailed this ballot by 7:00 p.m. MT on Election Day.  
 The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.



Image 9: UOCAVA Return Envelope





U.S. Postage Paid  
39 USC 3406

Image 9: UOCAVA Return Envelope

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Town/City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

**PAR AVION**

**IMPORTANT! FAILURE TO INCLUDE  
YOUR SIGNATURE ON THE BACK  
OF THIS ENVELOPE WILL INVALIDATE  
YOUR BALLOT.**



**OFFICIAL ABSENTEE BALLOTING MATERIAL—FIRST CLASS MAIL**

NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0



**MOLLY FITZPATRICK  
ELECTIONS DIVISION  
BOULDER COUNTY CLERK & RECORDER  
PO BOX 9010  
BOULDER CO 80301-9010**

For Election Office Use Only

[Empty box for election office use]

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3. Failure to sign the AFFIDAVIT OF VOTER will invalidate your ballot. Vote and return only your ballot in this envelope.

Image 9: UOCAVA Return Envelope

**AFFIDAVIT OF VOTER**

I swear or affirm, under penalty of perjury, that I am:

1. A member of the Uniformed Services or Merchant Marine on active duty, or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or Other U.S. citizen residing outside the U.S.; and
2. I am a U.S. citizen, at least 18 years of age (or will be by the date of the election), and I am eligible to vote in the requested jurisdiction; and
3. I have not been convicted of a felony, or other disqualifying offense, or been adjudicated mentally incompetent, or, if so, my voting rights have been reinstated; and
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. except the jurisdiction cited in this voting form.

To vote, I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except for those authorized to assist voters under state or federal law. I have not been influenced.

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The information on this form is true, accurate, and complete to the best of my knowledge.

I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

**X** \_\_\_\_\_  
Voter's Signature - (Signature Required)

DATE \_\_\_\_\_  
Month/Day/Year

**POSTMASTER - DO NOT DELIVER TO THIS ADDRESS**





U.S. Postage Paid  
39 USC 3406

**PAR AVION**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Town/City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

Image 10: UOCAVA UAF Primary Inner Return

**IMPORTANT! FAILURE TO INCLUDE  
YOUR SIGNATURE ON THE BACK  
OF THIS ENVELOPE WILL INVALIDATE  
YOUR BALLOT.**



**OFFICIAL ABSENTEE BALLOTING MATERIAL—FIRST CLASS MAIL**

NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0



**HILLARY HALL  
ELECTIONS DIVISION  
BOULDER COUNTY CLERK & RECORDER  
PO BOX 9010  
BOULDER CO 80301-9010**

For Election Office Use Only



**Important information for absent uniformed service electors and resident/nonresident overseas electors:**

1. To be counted, your voted ballot must be sent or transmitted by 7:00 p.m. MT on the day of the Election. Voted ballots must be in the hands of the Clerk and Recorder's Office no later than the close of business on the 8th day following the day of the Election.
2. Postmarks do not count as delivery of receipt. If you anticipate that this ballot will not reach the County Clerk's office by the deadline, please be advised that you can submit a request for a faxed ballot. You can access a facsimile application form on the Colorado Secretary of State's website at [www.govotecolorado.com/mil](http://www.govotecolorado.com/mil). To ensure that your ballot is counted, a ballot can be faxed to you with instructions on where to fax your voted facsimile ballot.
3. Failure to sign the AFFIDAVIT OF VOTER will invalidate your ballot. Vote and return only one ballot in this envelope.



Image 10: UOCAVA UAF Primary Inner Return

**X** \_\_\_\_\_

**Voter's Signature - (Signature Required)**

**DATE** \_\_\_\_\_  
Month/Day/Year

**POSTMASTER - DO NOT DELIVER TO THIS ADDRESS**

**AFFIDAVIT OF VOTER**

I swear or affirm, under penalty of perjury, that I am:

1. A member of the Uniformed Services or Merchant Marine on active duty, or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or Other U.S. citizen residing outside the U.S.; and
2. I am a U.S. citizen, at least 18 years of age (or will be by the date of the election), and I am eligible to vote in the requested jurisdiction; and
3. I have not been convicted of a felony, or other disqualifying offense, or been adjudicated mentally incompetent, or, if so, my voting rights have been reinstated; and
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. except the jurisdiction cited in this voting form.

To vote, I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except for those authorized to assist voters under state or federal law. I have not been influenced.

My signature and date above indicate when I completed this document and I affirm that I mailed this ballot by 7:00 p.m. MT on Election Day.

The information on this form is true, accurate, and complete to the best of my knowledge.

I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.



PP1803343 PMS: Black  
County: Boulder Qty: 1,000  
Type: Reply Stock: Yellow  
Size: 5.875 x 9.125 Black Tint

Important information for absent uniformed service electors and resident/nonresident overseas electors:  
1. To be counted, your voted ballot must be sent or transmitted by 7:00 p.m. MT on the day of the Election. Voted ballots must be in the hands of the Clerk and Recorder's Office no later than the close of business on the 8th day following the day of the Election.  
2. Postmarks do not count as delivery of receipt. If you anticipate that this ballot will not reach the County Clerk's office by the deadline, please be advised that you can submit a request for a faxed ballot. You can access a facsimile application form on the Colorado Secretary of State's website at www.gov.ecolorado.com/ml. To ensure that your ballot is counted, a ballot can be faxed to you with instructions on where to fax your voted facsimile ballot.  
3. Failure to sign the AFFIDAVIT OF VOTER will invalidate your ballot. Vote and return only one ballot in this envelope.

For Election Office Use Only

1 1/2"

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Town/City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

Image 10: UOCAVA UAF Primary Inner Return

U.S. Postage Paid  
39 USC 3406

PAR AVION

**IMPORTANT! FAILURE TO INCLUDE  
YOUR SIGNATURE ON THE BACK  
OF THIS ENVELOPE WILL INVALIDATE  
YOUR BALLOT.**



**OFFICIAL ABSENTEE BALLOTING MATERIAL—FIRST CLASS MAIL**

NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0



HILLARY HALL  
ELECTIONS DIVISION  
BOULDER COUNTY CLERK & RECORDER  
PO BOX 9010  
BOULDER CO 80301-9010

5 7/8"



**POSTMASTER - DO NOT DELIVER TO THIS ADDRESS**

DATE \_\_\_\_\_  
Month/Day/Year

X  
Voter's Signature - (Signature Required)

**AFFIDAVIT OF VOTER**  
I swear or affirm, under penalty of perjury, that I am:  
1. A member of the Uniformed Services or Merchant Marine on active duty, or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S.; or Other U.S. citizen residing outside the U.S.; and  
2. I am a U.S. citizen, at least 18 years of age (or will be by the date of the election), and I am eligible to vote in the requested jurisdiction; and  
3. I have not been convicted of a felony, or other disqualifying offense, or been adjudicated mentally incompetent, or, if so, my voting rights have been reinstated; and  
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. except the jurisdiction cited in this voting form.  
To vote, I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except for those authorized to assist voters under state or federal law. I have not been influenced.  
My signature and date "1/4" indicate when I completed this document and I affirm that I mailed this ballot by 7:00 p.m. MT on Election Day.  
The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

7/16" 1 1/2"

9 1/8"



# Image 11: Provisional Ballot Envelope

PROVISIONAL ENVELOPE NUMBER # 07-62001

## SAVE THIS SLIP TO OBTAIN INFORMATION ON YOUR PROVISIONAL BALLOT

Any individual who cast a provisional ballot will be able to ascertain whether the vote was counted, and, if the vote was not counted, the reason why it was not counted. P.L. 107-252, Help America Vote Act of 2002, sec 302(a)(5)(A)

To access a free system for information on whether your provisional vote was counted or not, please visit our website: [www.sos.state.co.us/Voter/provLookup.do](http://www.sos.state.co.us/Voter/provLookup.do). You may also call us at 303-413-7740 for the status of your provisional ballot using the unique confidential number provided above.

### Frequently asked questions

#### Why am I being asked to vote a provisional ballot?

The election judges were not able to immediately confirm that you are eligible to vote. The most common reasons for this are as follows:

- Our records show that you already voted
- You did not show the required identification

#### Are provisional ballots different from "regular" ballots?

No. Provisional ballots ensure that no voter is turned away. After election day, all provisional ballots will be verified. All ballots for eligible voters are counted.

#### What if I don't want to vote with a provisional ballot?

If you are not in your home county, an election judge can give you the location of your county voting location and you can go there. An election judge can also tell you the types of identification that are allowed and you may return with ID.

#### Do provisional ballots count?

If we determine that you are eligible to vote and you have filled out the required fields on the affidavit and signed it, then yes. Approximately two weeks after the election you can find out if your ballot was counted. Have your receipt at hand and either:

- Check the Secretary of State's website: [www.govotecolorado.com](http://www.govotecolorado.com).
- Contact us at the telephone number provided on your provisional ballot receipt.

### VSPC Judges must complete this section

#### Reason provisional ballot issued:

- Wrong county     No/unacceptable ID     Voted by Mail     Voted in person     Lost SCORE connection     Challenged voter     Other

If the elector provided acceptable ID, ID type \_\_\_\_\_

Precinct/ballot style issued (required) \_\_\_\_\_

Voting location \_\_\_\_\_

Judge's name and initials \_\_\_\_\_

### Verification Judges must complete this section

#### Elector's registration information:

Voting location \_\_\_\_\_

Voter ID # \_\_\_\_\_

Precinct#/Ballot Style \_\_\_\_\_

Acceptance/rejection code \_\_\_\_\_

COUNT     DO NOT COUNT

Judge's name and initials \_\_\_\_\_

Judge's name and initials \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_



# Image 11: Provisional Ballot Envelope

## Instructions for voting your provisional ballot

1. Fill out the affidavit on the other side of the provisional ballot envelope. You must complete all fields marked with an asterisk (\*). Additionally, you must sign and date the affidavit.
2. Once you've completed the form, hand the envelope to the election judge.
3. The election judge will then issue you a ballot based upon the address where you live and hand you the ballot and envelope.
4. Take the ballot to the voting booth and mark your ballot.
5. Place your ballot in the provisional ballot envelope and seal it.
6. Hand the envelope to an election judge.
7. Receive a receipt from the election judge.
8. Keep the receipt if you want to find out if your ballot was counted.

## Frequently asked questions

### Why am I being asked to vote a provisional ballot?

The election judges were not able to immediately confirm that you are eligible to vote. The most common reasons for this are as follows:

- Our records show that you already voted
- You did not show the required identification

### Are provisional ballots different from "regular" ballots?

No. Provisional ballots ensure that no voter is turned away. After election day, all provisional ballots will be verified. All ballots for eligible voters are counted.

### What if I don't want to vote with a provisional ballot?

If you are not in your home county, an election judge can give you the location of your county voting location and you can go there. An election judge can also tell you the types of identification that are allowed and you may return with ID.

### Do provisional ballots count?

If we determine that you are eligible to vote and you have filled out the required fields on the affidavit and signed it, then yes.

Approximately two weeks after the election you can find out if your ballot was counted. Have your receipt at hand and either:

- Check the Secretary of State's website: [www.govotecolorado.com](http://www.govotecolorado.com).
- Contact us at the telephone number provided on your provisional ballot receipt.

## VSPC Judges must complete this section

### Reason provisional ballot issued:

- Wrong county     No/unacceptable ID     Voted by Mail     Voted in person     Lost SCORE connection     Challenged voter     Other

If the elector provided acceptable ID, ID type \_\_\_\_\_

Precinct/ballot style issued (required) \_\_\_\_\_

Voting location \_\_\_\_\_

Judge's name and initials \_\_\_\_\_

## Verification Judges must complete this section

### Elector's registration information:

Voting location \_\_\_\_\_

Voter ID # \_\_\_\_\_

Precinct#/Ballot Style \_\_\_\_\_

Acceptance/rejection code \_\_\_\_\_

COUNT       DO NOT COUNT

Judge's name and initials \_\_\_\_\_

Judge's name and initials \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

## Image 12: Instruction Sheet Regular



# Voter Instructions

Boulder County General Election – November 6, 2018

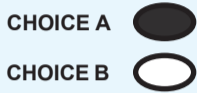
### What is in my ballot packet?

Official Ballot    Voter Instructions  
Official Return Envelope    ID Required Insert (only included if applicable)

### How do I vote my ballot?

1. Read all instructions on your ballot and mark your choices by completely filling in the oval provided next to your choice on the ballot using a **black or blue ballpoint pen**. Please **do not use** highlighter, marker, pencil, or crayon.

**CORRECT MARK:**  
(Vote for one)



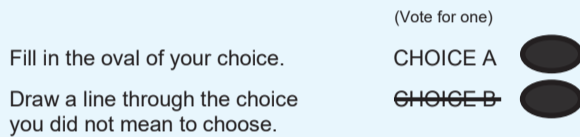
**INCORRECT MARK:**  
(Vote for one)



**INCORRECT MARK:**  
(Vote for one)



2. If you make a mistake on your ballot, it is **strongly recommended** that you request a replacement ballot (see below). However, if there is insufficient time for you to request a replacement ballot or visit a Voter Service and Polling Center, then change or correct a selection by:



3. Once you have voted, refold your ballot and place it into your Official Return Envelope (your name is pre-printed on the return envelope). Note: The Official Return Envelope may only contain your ballot. If you include another voter's ballot in the same envelope, none of the ballots will be counted. Additionally, please do not sign, initial, or print your name on the voted ballot.
4. Enclose a copy of your ID **only if** a **PURPLE INSERT** has been included with your ballot (instructions on insert).
5. Seal the envelope. By law, your signature is required on the Official Return Envelope / you must sign the affirmation on the envelope and date it. Your ballot will not be counted if your signature is missing. All signatures are verified.

#### Where is my SECURITY SLEEVE?

Boulder County has applied a security tint to the Official Ballot Return envelope so that a Security Sleeve for the ballot is no longer needed. See website for more details.

REMEMBER TO SIGN:

**X** Your Signature  
VOTER'S SIGNATURE - (Required)

Date \_\_\_\_\_

*Example only. Sign your name as you normally would on your return ballot envelope.*

### How do I return my ballot?

You have two options for returning your ballot to Boulder County:

**Mail:** If you have a **two-sheet or three-sheet ballot**, postage is **71-cents**. (including a copy of your ID, if needed)

If you have a **one-sheet ballot**, postage is a standard **50-cent stamp** (or Forever Stamp).

**Drop-Off:** Deliver your Official Return Envelope to any Ballot Drop-Off or Voter Service Center location. **No postage required.** See locations on reverse.

**The Boulder County Clerk's office must receive your ballot by 7:00 PM on Election Day – Tuesday, November 6, 2018.** Postmarks do not count.

### How do I request a replacement ballot?

If you make a mistake, damage, or lose your ballot, you may request a replacement ballot by calling 303-413-7740, emailing [Vote@BoulderCountyVotes.org](mailto:Vote@BoulderCountyVotes.org), or by visiting any of our Voter Service and Polling Centers. The last day for the County Clerk's office to mail you a replacement ballot is Monday, October 29. When a replacement is issued, your original ballot will be voided.

### How do I know that my ballot was received?



Visit [www.BoulderCountyVotes.org](http://www.BoulderCountyVotes.org) and click on Ballot Track to check the status of your mail ballot. You also can opt to receive text, email, or phone messages when your ballot is mailed to you and received by Boulder County for processing.

**Please review the Additional Information section on the reverse side.**



# Ballot Drop-off and Voter Service & Polling Center Locations



**24-Hour Ballot Drop-off Boxes** – Open Monday, October 15 and close at 7 p.m. on Election Day – Tuesday, November 6

- Boulder** – Boulder County Clerk & Recorder – 1750 33<sup>rd</sup> Street (near main building entrance from parking lot)
- Boulder** – Boulder County Courthouse – East Wing Entrance – 2025 14th Street
- Boulder** – Boulder County Housing and Human Services – Broadway & Iris
- Boulder** – CU Campus – UMC – 1669 Euclid Avenue – closest to Euclid Avenue entrance of building
- Boulder** – South Boulder Recreation Center – 1360 Gillaspie Drive
- Lafayette** – Lafayette Public Library – 775 W. Baseline Road
- Longmont** – Boulder County Clerk & Recorder / St. Vrain Community Hub – Corner of 6<sup>th</sup> Avenue and Coffman
- Longmont** – Boulder County Fairgrounds – 9595 Nelson Road (on Fairground Lane near the south parking lot)
- Longmont** – Garden Acres Park – 18<sup>th</sup> Avenue between Sunset and Juniper
- Longmont** – YMCA – 950 Lashley Street
- Louisville** – Louisville Police Department – 992 W. Via Appia Way
- Superior** – Superior Town Hall – 124 E. Coal Creek Drive

**Coming Soon!**  
Additional 24-Hour Drop Boxes.  
Check our website for locations  
[www.BoulderCountyVotes.org](http://www.BoulderCountyVotes.org)



**Drive-by Ballot Drop-off** – Open Friday, November 2 from 8 a.m. – 6 p.m., Saturday, November 3 from 9 a.m. – 1 p.m., Monday, November 5 from 8 a.m. – 6 p.m. and Tuesday, November 6 from 7 a.m. – 7 p.m.

- Boulder** – Boulder County Clerk & Recorder – 1750 33<sup>rd</sup> Street
- Longmont** – Boulder County Clerk & Recorder / St. Vrain Community Hub – 534 Terry Street (west side of complex)



**Voter Service and Polling Centers** – See below for schedule of openings and days/hours available. Services include:

- ★ Drop off your ballot
- ★ Register to vote or update your registration information
- ★ Vote using equipment and facilities for persons with disabilities
- ★ Cast a ballot in person
- 
- 
- ★ Request a replacement mail ballot

**Phase 1: Locations**

- Boulder** – Boulder County Clerk & Recorder – 1750 33<sup>rd</sup> Street
- Boulder** – CU Campus – University Memorial Center (UMC) – 1669 Euclid Avenue (very limited parking)
- Boulder** – Boulder Meadows – 4500 19<sup>th</sup> Street
- Lafayette** – Boulder County Clerk & Recorder – 1376 Miners Drive
- Longmont** – St. Vrain Community Hub / Boulder County Clerk & Recorder – 515 Coffman Street
- Longmont** – Fire Station #5 – 617 Barberry Drive (Airport & Nelson Roads)
- Louisville** – Louisville Police Department – 992 W. Via Appia Way

**Phase 1: Days/Hours of Operation\***

8 a.m. – 6 p.m. Mon, Oct 22 – Fri, Oct 26  
 9 a.m. – 1 p.m. Sat, Oct 27  
 8 a.m. – 6 p.m. Mon, Oct 29 – Fri, Nov 2  
 9 a.m. – 1 p.m. Sat, Nov 3  
 8 a.m. – 6 p.m. Mon, Nov 5  
 7 a.m. – 7 p.m. Tuesday, Nov 6 – Election Day

\* Need to vote even earlier? The Boulder County Clerk & Recorder office at 1750 33<sup>rd</sup> Street in Boulder offers voting services weekdays 8 a.m. – 4:30 p.m. Monday, Oct 15 – Friday, Oct 19.

**Phase 2: Locations**

All of the above locations continue to operate plus:

- Boulder** – Golden West Assisted Living – 1055 Adams Circle (limited parking)
- Boulder** – Boulder Public Library – 1001 Arapahoe Avenue
- Boulder** – Brookdale Meridian Boulder – 801 Gillaspie Drive
- Gunbarrel** – Hampton Inn & Suites – 6333 Lookout Road
- Lafayette** – Lafayette Public Library – 775 W. Baseline Road
- Longmont** – LifeBridge Christian Church – 10345 Ute Highway
- Nederland** – Community Center – 750 North Highway 72
- Superior** – Town Hall – 124 E. Coal Creek Drive

**Phase 2: Days/Hours of Operation**

8 a.m. – 6 p.m. Monday, Nov 5  
 7 a.m. – 7 p.m. Tuesday, Nov 6 – Election Day

**Additional Information**

- If you are voting for a write-in candidate, the write-in candidate must be from the certified list of write-in candidates in order for the vote to be counted. Visit [www.BoulderCountyVotes.org](http://www.BoulderCountyVotes.org) for a list of certified write-in candidates.
- You are not required to vote for every contest. Your ballot will still be counted.
- Once you decide how to vote, please return your ballot. Returning your ballot early helps reduce campaign phone calls.
- ADA accessible voting machines are available at any Voter Service and Polling Center.
- All valid ballots are counted in the same manner, regardless of the outcome or closeness of any race.
- Note: It is a violation of law to receive more than ten ballots for mailing or delivery in any election.
- Si necesita ayuda en Español, visite [www.BoulderCountyVotes.org](http://www.BoulderCountyVotes.org) o llame al 303-413-7740.





# Ballot Drop-off and Voter Service & Polling Center Locations



**24-Hour Ballot Drop-off Boxes** – Open Monday, June 4 and close at 7 p.m. on Election Day – Tuesday, June 26

- Boulder** – Boulder County Clerk & Recorder – 1750 33<sup>rd</sup> Street (near main building entrance from parking lot)
- Boulder** – Boulder County Courthouse – East Wing Entrance – 2025 14th Street
- Boulder** – Boulder County Housing and Human Services – Broadway & Iris
- Boulder** – CU Campus – UMC – 1669 Euclid Avenue – closest to Euclid street entrance of building
- Boulder** – South Boulder Recreation Center – 1360 Gillaspie Drive
- Lafayette** – Lafayette Public Library – 775 W. Baseline Road
- Longmont** – Boulder County Clerk & Recorder / St. Vrain Community Hub – Corner of 6<sup>th</sup> Avenue and Coffman
- Longmont** – Boulder County Fairgrounds – 9595 Nelson Road (on Fairground Lane near the south parking lot)
- Longmont** – Garden Acres Park – 18<sup>th</sup> Avenue between Sunset and Juniper
- Longmont** – YMCA – 950 Lashley Street
- Louisville** – Louisville Police Department – 992 W. Via Appia Way
- Superior** – Superior Town Hall – 124 E. Coal Creek Drive



**Drive-by Ballot Drop-off** – Open Friday, June 22 from 8 a.m. – 6 p.m., Saturday, June 23 from 9 a.m. – 1 p.m., Monday, June 25 from 8 a.m. – 6 p.m. and Tuesday, June 26 from 7 a.m. – 7 p.m.

- Boulder** – Boulder County Clerk & Recorder – 1750 33<sup>rd</sup> Street
- Longmont** – Boulder County Clerk & Recorder / St. Vrain Community Hub – 534 Terry Street (west side of complex)



**Voter Service and Polling Centers** – See below for schedule of openings and days/hours available. Services include:

- ★ Drop off your ballot
- ★ Cast a ballot in person
- ★ Request a replacement mail ballot
- ★ Register to vote or update your registration information
- ★ Vote using equipment and facilities for persons with disabilities

## Phase 1: Locations

- Boulder** – Boulder County Clerk & Recorder – 1750 33<sup>rd</sup> Street\*
- Lafayette** – Boulder County Clerk & Recorder – 1376 Miners Drive\*\*
- Longmont** – St. Vrain Community Hub / Boulder County Clerk & Recorder – 515 Coffman Street\*\*

## Phase 1: Days/Hours of Operation

- 8 a.m. – 6 p.m. Monday, June 18 – Friday, June 22
- 9 a.m. – 1 p.m. Saturday, June 23
- 8 a.m. – 6 p.m. Monday, June 25
- 7 a.m. – 7 p.m. Tuesday, June 26 – Election Day

\* Need to vote even earlier? The Boulder County Clerk & Recorder office at 1750 33<sup>rd</sup> Street in Boulder offers voting services weekdays 8 a.m. – 4:30 p.m. Monday, June 4 – Friday, June 15

\*\* Both Clerk & Recorder's offices in Lafayette and Longmont will have voter registration forms and ballot drop-off during normal business hours prior to opening as Voter Service Centers.

## Phase 2: Locations

All of the above locations continue to operate plus:

- Boulder** – CU Campus – University Memorial Center (UMC) – 1669 Euclid Avenue – 3<sup>rd</sup> Floor

## Phase 2: Days/Hours of Operation

- 8 a.m. – 6 p.m. Monday, June 25
- 7 a.m. – 7 p.m. Tuesday, June 26 – Election Day

## Additional Information

- If you make a mistake, damage, or lose your ballot, you may request a replacement ballot by calling 303-413-7740, emailing [Vote@BoulderCountyVotes.org](mailto:Vote@BoulderCountyVotes.org), or by visiting any of our Voter Service and Polling Centers. The last day for the County Clerk's office to mail you a replacement ballot is Monday, June 18. When a replacement is issued, we will void your original ballot.
- You are not required to vote for every contest. Your ballot will still be counted.
- Once you decide how to vote, please return your ballot. Returning your ballot early helps reduce campaign phone calls.
- ADA accessible voting machines are available at any Voter Service and Polling Center.
- All valid ballots are counted in the same manner, regardless of the outcome or closeness of any race.
- Note: It is a violation of law to receive more than ten ballots for mailing or delivery in any election.
- No minor parties are participating in this election. If you declared a minor party preference, we are required to send you both major party ballots instead.
- If you need assistance in Spanish, visit [www.BoulderCountyVotes.org](http://www.BoulderCountyVotes.org) or call 303-413-7740. Si necesita ayuda en Español, visite [www.BoulderCountyVotes.org](http://www.BoulderCountyVotes.org) o llame al 303-413-7740.



To find out if your ballot was received, visit [www.BoulderCountyVotes.org](http://www.BoulderCountyVotes.org) and click on Ballot Track to check the status of your mail ballot. You also can opt to receive text, email, or phone messages when your ballot is mailed to you and received by Boulder County for processing.

## Image 14: Instruction Sheet ID Required



### **ATTENTION: YOU ARE REQUIRED TO PROVIDE ID** Boulder County General Election – Tuesday, November 6, 2018

- ✓ **You are receiving this notice because you are required to provide a photocopy of identification with your returned ballot.** First-time voters who registered to vote in the State of Colorado by mail (or another method that did not require showing ID, such as at a voter registration drive), must enclose a photocopy of an acceptable form of their identification in their Official Return Envelope.
- ✓ Review the below list of acceptable forms of ID.
- ✓ Failure to provide ID will result in your ballot not being counted.

All IDs must be current and valid. If your ID shows your address, it must be a Colorado address.

- A Colorado driver's license
- An ID card issued by the Department of Revenue
- A U.S. passport
- An employee ID card with your photograph issued by any branch, department, agency, or entity of the U.S. government or of this state, or by any county, municipality, board, authority, or other political subdivision of this state
- A pilot's license issued by the Federal Aviation Administration or other authorized agency of the U.S.
- A U.S. military ID card with your photograph on it
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address of the elector. For examples, please visit: [www.govotecolorado.com](http://www.govotecolorado.com)
- A certified copy of your U.S. birth certificate issued in the U.S.
- A Medicare or Medicaid card issued by the Centers for Medicare and Medicaid Services
- Certified documentation of naturalization
- A student ID card with your photograph issued by an institute of higher education in Colorado
- A veteran ID card with your photograph issued by the U.S. Department of Veterans Affairs - Veterans Health Administration
- An ID card issued by a federally recognized tribal government certifying your tribal membership
- Written correspondence from the county sheriff or his or her designee to the county clerk indicating you are confined in a county jail or detention facility
- Verification that you are committed to the Department of Human Services, but eligible to register and vote

**As an alternative to photocopying your ID, you may bring your ID to a Voter Service and Polling Center and request to vote in person.**

*Si necesita ayuda en español sobre la identificación para votar que necesita entregar con su boleta, visite [www.BoulderCountyVotes.org](http://www.BoulderCountyVotes.org) o llame al 303-413-7740.*



### **ATTENTION: YOU ARE REQUIRED TO PROVIDE ID** Boulder County General Election – Tuesday, November 6, 2018

- ✓ **You are receiving this notice because you are required to provide a photocopy of identification with your returned ballot.** First-time voters who registered to vote in the State of Colorado by mail (or another method that did not require showing ID, such as at a voter registration drive), must enclose a photocopy of an acceptable form of their identification in their Official Return Envelope.
- ✓ Review the below list of acceptable forms of ID.
- ✓ Failure to provide ID will result in your ballot not being counted.

All IDs must be current and valid. If your ID shows your address, it must be a Colorado address.

- A Colorado driver's license
- An ID card issued by the Department of Revenue
- A U.S. passport
- An employee ID card with your photograph issued by any branch, department, agency, or entity of the U.S. government or of this state, or by any county, municipality, board, authority, or other political subdivision of this state
- A pilot's license issued by the Federal Aviation Administration or other authorized agency of the U.S.
- A U.S. military ID card with your photograph on it
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address of the elector. For examples, please visit: [www.govotecolorado.com](http://www.govotecolorado.com)
- A certified copy of your U.S. birth certificate issued in the U.S.
- A Medicare or Medicaid card issued by the Centers for Medicare and Medicaid Services
- Certified documentation of naturalization
- A student ID card with your photograph issued by an institute of higher education in Colorado
- A veteran ID card with your photograph issued by the U.S. Department of Veterans Affairs - Veterans Health Administration
- An ID card issued by a federally recognized tribal government certifying your tribal membership
- Written correspondence from the county sheriff or his or her designee to the county clerk indicating you are confined in a county jail or detention facility
- Verification that you are committed to the Department of Human Services, but eligible to register and vote

**As an alternative to photocopying your ID, you may bring your ID to a Voter Service and Polling Center and request to vote in person.**

*Si necesita ayuda en español sobre la identificación para votar que necesita entregar con su boleta, visite [www.BoulderCountyVotes.org](http://www.BoulderCountyVotes.org) o llame al 303-413-7740.*



### Frequently Asked Uniformed and Overseas Citizen (UOCAVA) Questions

#### What should I do if I make a mistake, damage or lose my ballot?

You can obtain a replacement ballot by either contacting the Boulder County Elections Division (contact information below) during regular business hours 8:00 a.m. to 4:30 p.m., or on Election Day – Tuesday, November 6 from 7:00 a.m. to 7:00 p.m. Mountain Time, or by downloading a replacement ballot at <https://GoVoteColorado.EveryoneCounts.com>.

#### What if there is not enough time to return my ballot by mail?

Mail is the most secure method of transmitting your voted ballot. But if you reasonably believe that your mail ballot will not be received in the Clerk & Recorder's office by the deadline, you can request a replacement ballot that can be returned via secure ballot return, fax or email by contacting the Elections Division (contact information below) during regular business hours 8:00 a.m. to 4:30 p.m. or on Election Day from 7:00 a.m. to 7:00 p.m. Mountain Time, or by downloading a replacement ballot at <https://GoVoteColorado.EveryoneCounts.com>.

#### I've heard that mail ballots do not count. Is that true?

All ballots are counted in the same manner. All valid mail ballots are counted in every election in Colorado, regardless of the outcome or closeness of any race.

#### Is Spanish language assistance available?

If you need assistance in Spanish, visit [BoulderCountyVotes.org](http://BoulderCountyVotes.org) or call 303-413-7740. Si necesita ayuda en Español, visite [BoulderCountyVotes.org](http://BoulderCountyVotes.org) o llame al 303-413-7740.

#### How do I know you received my ballot?



Visit [www.BoulderCountyVotes.org](http://www.BoulderCountyVotes.org) and click on Ballot Track to check the status of your mail ballot. You also can opt to receive text, email, or phone messages when your ballot is mailed to you and received by Boulder County for processing.

#### What can US Embassies/Consulates do for me?

- Provide information about overseas and military voting.
- Mail voter registration forms, ballot request forms, and voted ballots back to the United States.
- Advise on local mailing options, including mail transit time estimates.  
(Source: Federal Voting Assistance Program – <https://www.fvap.gov/guide>)

#### What are US Embassies/Consulates unable to do for me?

- Accommodate in-person voting.
- Receive mail or blank ballots on behalf of voters.  
(Source: Federal Voting Assistance Program – <https://www.fvap.gov/guide>)



Boulder County Elections Division  
Phone: 303-413-7740 Fax: 303-413-7728  
UOCAVA Contact Email: [USVote@BoulderCounty.org](mailto:USVote@BoulderCounty.org)  
Web: [www.BoulderCountyVotes.org](http://www.BoulderCountyVotes.org)  
Twitter: [@BoCoClerk](https://twitter.com/BoCoClerk) Facebook: [@BoulderCountyClerk](https://facebook.com/BoulderCountyClerk)