



**M E M O R A N D U M**  
**COUNTY EXECUTIVE OFFICE**  
**Procurement Services Division**  
County of Placer

TO: Board of Supervisors DATE: June 23, 2020  
FROM: Todd Leopold, County Executive Officer  
By: Brett Wood, Purchasing Manager  
SUBJECT: Ballot Extractor – OPEX Corporation

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**ACTION REQUESTED**

Approve a budget amendment to move existing expenditure authority by \$37,000 within the County Clerk-Recorder-Election Office’s FY 2019-20 Final Budget to allow for a fixed asset purchase.

Authorize the addition of one ballot extractor to the Master Fixed Asset List for FY 2019-20.

Approve the purchase of an OPEX Model 72 Rapid Extraction Desk system and related services with OPEX Corporation of Moorestown, NJ in the not to exceed amount of \$37,000 and authorize the Purchasing Manager to sign all required documents.

**BACKGROUND**

The Placer County Clerk-Recorder-Elections Office promotes high levels of civic involvement by registering eligible voters, encouraging informed voter and candidate participation, conducting timely, legally compliant, transparent and accurate federal, state, county, municipal, school district and special district elections and related services for the county’s citizens, candidates and public officials.

In response to the threat COVID-19 continues to pose to public health, Governor Gavin Newsom issued Executive Orders N-64-20 and N-67-20 to ensure that the November 3, 2020, General Election is secure and safe for voters, staff and poll workers. These Executive Orders require the Elections Office to send vote-by-mail ballots to all registered Placer County voters in the General Election.

Due to social distancing, staffing resources, an anticipated high turnout for the presidential election, and a 20% increase in vote-by-mail ballots, the Clerk-Recorder-Elections Office is looking at ways to make the processing of mail in ballots more efficient and to spread out staff. Opening at least 20% more ballots by hand would require increased staffing levels above the cost of this expenditure while also requiring dramatically more space to process those ballots in a socially distanced environment.

The opening and extracting of ballots is a very labor-intensive process that is currently facilitated by hiring temporary workers. This extractor will increase efficiency and reduce temporary staffing needs resulting in significant cost savings.

OPEX Corporation of Moorestown, NJ has provided a sales proposal meeting Election’s requirements. State of California Elections Code Section 13001 permits an exemption to the competitive bidding process for procurement actions authorized and necessarily incurred in the preparation and conduct of elections.

Your Board’s approval is requested to add one ballot extractor to the FY 2019-20 Master Fixed Asset list and approve the purchase of an OPEX Model 72 Rapid Extraction Desk system and related services in the not to exceed amount of \$37,000.

**FISCAL IMPACT**

Funding for the purchase order in the maximum amount of \$37,000.00 is partially funded by the Voting Modernization Act of 2002 requiring 75% - 25% match of funds. The impact to the County General Fund will be \$9,250.00, which is the balance after reimbursement from the grant and can be absorbed in the FY 2019-20 County Clerk Recorder Elections budget.

**ATTACHMENTS**

Master Fixed Asset List

**ADDITION TO FY2019-20 MASTER FIXED ASSET LIST**

| <b><u>QTY</u></b> | <b><u>ITEM</u></b> | <b><u>TOTAL COST</u></b> |
|-------------------|--------------------|--------------------------|
| 1 each            | Ballot Extractor   | \$37,000                 |

