

Resolution # 10-1

WHEREAS, County policies and procedures require both the assigned oversight committee and the County Board to approve all requests to procure goods and/or services costing \$30,000 or more; and,

WHEREAS, the Department of Elections wishes to procure goods and/or services from Various News Publications for the purpose of publishing mandated election notices for elections held in 2020 in the amount of approximately \$72,339; and

WHEREAS, this purchase will allow Election Office to provide publishing mandated election notices for elections held in 2020; and

WHEREAS, as documented by the approval of this resolution, Election Oversight Committee has approved the Elections Department's request to procure the items specified and the committee recommends that the County Board approve procurement of the same, and;

NOW, THEREFORE, BE IT RESOLVED that the Sangamon County Board, in session this 12th day of November, 2019, approves the procurement of the goods and/or services detailed above. The Elected Official/Department Head is authorized to sign required documents to execute the provision of this procurement.

**FILED**

OCT 09 2019

*Don H. King*  
Sangamon County Clerk

**RECEIVED**

OCT 3 2019

Andy Goleman  
SANGAMON COUNTY AUDITOR

Attachment: Purchase Order form

Approved by the Election Oversight Committee

October 8, 2019

Em Snell, Chairman

Abe Forsyth, Member

Dee Beards, Member

\_\_\_\_\_, Member

J. H. Hall, Member

\_\_\_\_\_, Member

Ryan B. Melch, Member

\_\_\_\_\_, Member

Cathy Scirbe, Member

\_\_\_\_\_, Member

B. M. L., Member

\_\_\_\_\_, Member

~~[Signature]~~, Member

10-3

### Sangamon County Purchase Order FY2019

Purchase Orders are required for all Informal Quotes (>\$3,500) and Formal Solicitations (>\$30,000)

#### Department Information

PO Number: 2019-015 (Manually Assigned by Department)

Department: Elections Employee Contact: Stacey Kern

Department Head Signature: *Stacey Kern* Date: 10/2/19

#### Purchase Order Type (Regular, Exception or Emergency)

Type: Regular  (3 Quotes or RFP Documentation Required)

Legal Review Date: JAB 10/02/19 (>\$30,000 or Exception - see below)

Exception  (Provide detailed explanation in Purchase Description/Narrative Section)

Reason: Joint Purchasing Contract  Sole Source  Professional Services

Not Suitable for Quotes/RFP Other

Emergency  County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Will be reported at the next Oversight and/or County Board Meeting
- Provide detailed explanation in Purchase Description/Narrative Section

#### Purchase Request Information

Vendor: Various- See Description Below Quantity: See Detail A Price Per Unit: See Detail

Total Price: \$72,339 G/L: 001-014-518.100

Purchase Description/Narrative:  
 Vendors: State Journal Register, Illinois Times, South County Publications (includes 9 papers), Pure News, Wilson Publications (The Sentinel) and Waverly Journal (The County Tribune).

Election Publications/Notices required by statute for the March 17, 2020 Primary and November 3, 2020 General Elections. Detail of estimated expense per publication per vendor is attached. In addition, a publication requirements guide produced by the IL State Board of Elections is also attached.

#### Auditor's Office (PO request documents need to be to the Auditor's Office 5 business days prior to the oversight committee meeting)

Date Received: 10-2-19 Date Review Completed: 10-2-19

Auditor's Office Signature: *Andy Goleman*

County Board Meeting Date: 10-8-19 Signature: *Sam Snell*

Approved by Oversight Committee: \_\_\_\_\_

Approved by County Board (if applicable): \_\_\_\_\_

(County Board Resolution Required for All POs >\$30,000)

**FILED**  
 OCT 09 2019

5/1/19

*Don King*  
 Sangamon County Clerk

**RECEIVED**  
 2660  
 OCT - 2 2019

**Andy Goleman**  
 SANGAMON COUNTY AUDITOR

Estimated Publication Expenses for March 17, 2020 Primary Election

Publication Name	TOTALS	SJR	IL Times	So. County (9 Papers)	Pure News	Wilson Publ/Sentinel (Illiop. Area)	Waverly Journal/County Tribune
Elderly Notice	\$1,017	\$698		\$185		\$54	\$80
Election Notice	\$2,330	\$1,814		\$270		\$96	\$150
Ballot Colors*	\$1,595	\$1,488		\$68		\$9	\$30
Early Notice #1	\$1,636	\$651	\$64	\$265	\$506	\$60	\$90
Early Notice #2	\$1,111	\$651		\$310		\$60	\$90
Early Notice #3	\$1,061	\$651		\$260		\$60	\$90
Early Notice #4	\$1,051	\$651		\$250		\$60	\$90
Early Notice #5	\$1,051	\$651		\$250		\$60	\$90
Early Notice #6	\$1,041	\$651		\$240		\$60	\$90
Early Notice #7	\$1,041	\$651		\$240		\$60	\$90
Public Questions	\$1,067	\$767		\$300			
Specimens	\$13,459	\$7,759		\$5,150		\$150	\$400
Public Test	\$63	\$63					
Polling Places**	\$10,700	\$9,068		\$1,500		\$12	\$120
<b>Total Expense</b>	<b>\$38,221</b>	<b>\$26,212</b>	<b>\$64</b>	<b>\$9,288</b>	<b>\$506</b>	<b>\$741</b>	<b>\$1,410</b>

\*3/18 Publ Ballot Colors 8 x SJR @\$186/each

\*\*3/18 SJR/Waverly- Publ Polls 2 times

Estimated Publication Expenses for November 3, 2020 General Election

Publication Name	TOTALS	SJR	IL Times	So. County (9 Papers)	Pure News	Wilson Publ/Sentinel (Illiop. Area)	Waverly Journal/County Tribune
Election Judge Cert. Notice		\$505.17					
Elderly Notice	\$1,019	\$698		\$185		\$56	\$80
Election Notice	\$1,570	\$1,054		\$240		\$96	\$180
Early Notice #1	\$1,713	\$713	\$64	\$280	\$506	\$60	\$90
Early Notice #2	\$1,143	\$713		\$280		\$60	\$90
Early Notice #3	\$1,143	\$713		\$280		\$60	\$90
Early Notice #4	\$1,138	\$713		\$275		\$60	\$90
Early Notice #5	\$1,133	\$713		\$270		\$60	\$90
Early Notice #6	\$1,128	\$713		\$265		\$60	\$90
Early Notice #7	\$1,103	\$713		\$240		\$60	\$90
Public Questions	\$2,450	\$1,860		\$398		\$132	\$60
Specimens	\$8,372	\$5,627		\$1,904		\$442	\$400
Public Test	\$50	\$50					
Polling Places*	\$12,157	\$9,068		\$3,000		\$29	\$60
<b>Total Expense</b>	<b>\$34,118</b>	<b>\$23,348</b>	<b>\$64</b>	<b>\$7,617</b>	<b>\$506</b>	<b>\$1,174</b>	<b>\$1,410</b>

\*11/18 SJR & So County-Publ Polls 2 times

Publication Requirements - Notice of Election

Election	Consolidated Primary	Consolidated Election	General Primary	General Election
<b>When does it have to be published?</b>	Not more than 30 days nor less than 10 days before election.	Not more than 30 days nor less than 10 days before election.	At least 20 days before the election in counties under 500,000. At least 15 days before the election in counties over 500,000.	At least 30 days before election.
<b>What has to be included in the publication?</b>	Notice of time, place, hours, offices and parties. Include polling place address if not published separately.	Notice of date, place, county, offices and hours (form provided). May include location of precincts and polling place.	Notice of time, place, polling places, hours, offices and parties.	Notice of date, place, polling place addresses, offices and hours.
<b>How many times does the publication have to be run?</b>	Once	Once	Once	Once
<b>Publish Where?</b>	One or more newspapers published in each political subdivision having primary, if none, published once in local community paper having general circulation in subdivision and also once in paper published or portion of subdivision is situated.	One or more newspapers published in each political subdivision, if none, published once in local community paper having general circulation in subdivision and also once in paper published or portion of subdivision is situated.	Two or more newspapers published in the county.	Two or more newspapers published in the county.
<b>Statutory Reference</b>	10 ILCS 5/7-15; 12-4	10 ILCS 5/12-4	10 ILCS 5/7-15	10 ILCS 5/12-1

Publication Requirements – Polling Places

Election	Consolidated Primary	Consolidated Election	General Primary	General Election
<b>When does it have to be published?</b>	Not less than 10 days prior to the election / may be included with notice of election.	Not less than 10 days prior to the election / may be included in notice of election.	At least 20 days before the election in counties under 500,000. At least 15 days before the election in counties over 500,000.	Include in notice of election.
<b>What has to be included in the publication?</b>	List of precincts and addresses of polling places.	List of precincts and addresses of polling places.	List of precincts and addresses of polling places.	List of precincts and addresses of polling places.
<b>How many times does the publication have to be run?</b>	Once	Once	Once	Once
<b>Publish Where?</b>	One or more newspapers published in each political subdivision having primary, if none, published once in local community paper having general circulation in subdivision and also once in paper published or portion of subdivision is situated.	One or more newspapers published in each political subdivision, if none, published once in local community paper having general circulation in subdivision and also once in paper published or portion of subdivision is situated.	Two or more newspapers published in the county.	Two or more newspapers published in the county.
<b>Statutory Reference</b>	10 ILCS 5/7-15	10 ILCS 5/12-4	10 ILCS 5/7-15	10 ILCS 5/12-1

Publication Requirements – FOR ALL ELECTIONS

	<b>Notice to the Elderly and Disabled</b>	<b>Referendum</b>	<b>Election Judges</b>	<b>Early Voting</b>
<b>When does it have to be published?</b>	At least 60 days prior to the election.	Not more than 60 nor less than 10 days before a regular election. At least 20 days prior to an emergency referendum.	After the judges' names are submitted to the court for confirmation, publication is made by County Board or Board of Election Commissioners (in practice, the county clerk handles this for the county board).	The week before the period of early voting and at least once a week during the period for early voting
<b>What has to be included in the publication?</b>	Availability of registration and voting aids, assistance, vote by mail procedures and procedures for early voting by personal appearance.	<ul style="list-style-type: none"> <li>• Election Date</li> <li>• Name of political or government subdivision</li> <li>• Wording of question as it is to appear on the ballot</li> <li>• Any additional information required by the statute authorizing the public question</li> <li>• Hours of polling place</li> <li>• The notice shall set forth the precincts and polling places at which the referendum will be conducted only in the case of emergency referenda</li> </ul>	Publication shall state that a list of the election judges is available for public inspection in the election authority's office.	Location of each permanent and temporary polling place for early voting and the precincts served by each location; and the dates and hours that early voting will be conducted at each location
<b>How many times does the publication have to be run?</b>	Once	Once (notice should be published separately from the notice for specimen ballots)	Once	Once the week prior to early voting and; At least once a week during the period for early voting
<b>Publish Where?</b>	Public notice calculated to reach elderly and handicapped.	Local, community newspaper having general circulation in political or governmental subdivision	In one or more newspapers in the county (if no newspaper is published in the county, the notice shall be posted in 5 of the most public areas in the county. OR A Board of Election Commissioners shall publish in one or more newspapers published in such city (if no newspaper is published in the city, the notice shall be posted in 3 of the most public places in the city).	In a newspaper of general circulation in the election authority's jurisdiction. The election authority shall also post a copy of the schedule at any office or other location that is to be used as a polling place for early voting. The schedule must be posted continuously for a period beginning not later than the 10 <sup>th</sup> day before the first day of the period for early voting by personal appearance and ending on the last day of that period. If the election authority maintains a website, it shall make the schedule available on its website.
<b>Statutory Reference</b>	10 ILCS 5/7-15; 12-1	10 ILCS 5/12-5	10 ILCS 5/13-3; 14-5	10 ILCS 5/19A-25



Publication Requirements – Ballot Color

<b>Election</b>	<b>Consolidated Primary</b>	<b>General Primary</b>
<b>When does it have to be published?</b>	At the same time as the notice of election.	At least 15 days before the election.
<b>What has to be included in the publication?</b>	Announcement of the color of primary ballots for the respective parties.	Announcement of the color of primary ballots for the respective parties.
<b>How many times does the publication have to be run?</b>	Once	Once
<b>Publish Where?</b>	One or more newspapers published in each political subdivision having primary, if none, published once in local community paper having general circulation in subdivision and also once in paper published or portion of subdivision is situated.	In at least two papers of general circulation published in county for at least one week.
<b>Statutory Reference</b>	10 ILCS 5/7-15; 7-18	10 ILCS 5/7-18

Publication Requirements – Specimen Ballots

<b>Election</b>	<b>Consolidated Primary</b>	<b>Consolidated Election</b>	<b>General Primary</b>	<b>General Election</b>
<b>When does it have to be published?</b>	Local Election Official must publish notice at least 5 days prior to the election.	Prior to Election Day in counties of not more than 500,000.	At least 5 days prior to the election.	At least 5 days prior to the election.
<b>What has to be included in the publication?</b>	A true copy of the specimen ballot.	A list of all nominations to be voted for, as near as may be, in the form in which they shall appear on the ballot.	A true copy of the specimen ballot.	A true copy of the specimen ballot.
<b>How many times does the publication have to be run?</b>	Once	Once	Once	Once
<b>Publish Where?</b>	Two or more papers published in municipality or town, as the case may be; if none, then published in county and having general circulation throughout the community.	In at least two newspapers if existing in county.	Two or more newspapers published in the county.	Two or more newspapers published in the county.
<b>Statutory Reference</b>	10 ILCS 5/7-21	10 ILCS 5/16-10	10 ILCS 5/7-21; 24A-18; 24B-18; 24C-18	10 ILCS 5/7-21; 16-10; 24A-18; 24B-18; 24C-18