



# LakeCounty

## Purchasing Division

<http://doingbusiness.lakecountyil.gov/>

Lake County will be accepting **only** electronic bid submissions for Invitation for Bid 25209 – Permanent Vote by Mail Notice and Audit Letter Mailings.

Please follow the steps below to upload your electronic Bid Submission:

1. Go to [www.lakecountypurchasingportal.com](http://www.lakecountypurchasingportal.com)
2. Click on the Bid Number: **25209**
3. Click on register for this bid
4. Enter your username and password
5. Under the Submittals section you will be able to upload your bid submittal
  - a. Click on the browse button
  - b. Navigate your computer and select the appropriate file
    - i. Multiple files can be uploaded, each file can be no more than 20 MB
    - ii. Files can also be uploaded as a .zip file
  - c. Click on save submittals
  - d. Close the browser

Please follow the following steps to attend the Public Bid Opening:

1. Go to [www.lakecountypurchasingportal.com](http://www.lakecountypurchasingportal.com)
2. Click on the “Under Review” tab
3. Click on the Bid Number: **25209**
4. Click on the “Events” tab
5. Join the Zoom Meeting by clicking on the meeting link
  - a. Please plan on joining the meeting at least 5 minutes early and mute your microphone.

ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE

Bid Number: 25209	Vendor Name: _____
Buyer: Matt Finstein	
Bid Description: Permanent Vote by Mail Notice and Audit Letter Mailings	Deliver to: Lake County <b>ATTN: PURCHASING DIVISION</b> 18 N. County Street – 9 <sup>th</sup> Floor Waukegan, IL 60085
*Bid Due Date: Wednesday, May 21, 2025, at 11:00 a.m. local time	

\*Please note: Responses are due at **11:00 a.m. local time on Wednesday, May 21, 2025**. Please allow sufficient time for any technical issues you may have and upload your bid early. Please email Purchasing at [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov) to receive confirmation that we have successfully received your submissions. Deadline for questions is **Wednesday, May 14, 2025, at 11:00 a.m. local time**.



Lake County Purchasing Division  
18 North County Street Ninth Floor-Admin  
Waukegan, Illinois 60085-4350  
(847) 377-2929

E-Mail: [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov)

Access Bid Results:  
<http://www.lakecountypurchasingportal.com>

#### SUBMISSION INFORMATION

INVITATION: 25209  
BID OPENING DATE: May 21, 2025  
TIME: 11:00 a.m. local time  
LOCATION: Lake County Purchasing  
Submit 1 electronic copy

ISSUANCE DATE: April 21, 2025  
BUYER: Matt Finstein

#### INVITATION TO BID VENDOR INFORMATION

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP CODE: \_\_\_\_\_

#### PERMANENT VOTE BY MAIL NOTICE AND AUDIT LETTER MAILINGS

Item #	Description of Item	Quantity	Unit Price	Unit of Measure	Extended Total
1.0	<b>Permanent Vote-By-Mail Notice</b> <ul style="list-style-type: none"><li>- Flat Size = 11" x 25.5"</li><li>- Finished Size = 3.67" x 8.5"</li><li>- Stock = 70# Uncoated Opaque Text</li><li>- Color = 1/1 Black</li><li>- Variable Data</li><li>- Finishing = Trim, fold, slit, nest (3) 8.5" x 11" pieces, wafer seal</li><li>- Direct Mail to Supplied Address List</li></ul>	400,000		EA	
2.0	<b>Audit Letter Mailing</b> <ul style="list-style-type: none"><li>- Flat Size = 8.5" x 11" (2 printed pages)</li><li>- Finished Size = 3.67" x 8.5"</li><li>- Stock = 70# Uncoated Opaque Text</li><li>- Color = 1/1 Black</li><li>- Variable Data (addresses)</li><li>- Finishing = Trim, fold, nest (2) 8.5" x 11" pieces, wafer seal</li><li>- Direct Mail to Supplied Address List</li></ul>	500,000		EA	
	<b>TOTAL ANNUAL BID AMOUNT</b>				\$

**NOTE TO BIDDERS:** Any and all exceptions to these specifications MUST be clearly and completely indicated on the bid sheet. Attach additional pages if necessary. Please be advised that any exceptions to these specifications may cause your bid to be disqualified.

If a bid includes any exceptions, Bidders must insert an "X" in the following box indicating a bid submission with exceptions.

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PROMPT PAYMENT DISCOUNT: \_\_\_\_\_ %      \_\_\_\_\_ DAYS

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this bid document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

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

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

Typed/Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

E-mail \_\_\_\_\_

Fax Number: \_\_\_\_\_

**1. INTENT**

The intent is to secure a multi-year partnership with a vendor who will be able to prepare, print and mail statutory mandated mailings to registered voters in Lake County. The Office of the Lake County Clerk will coordinate the timing of these mailings with the selected vendor well in advance to allow for proper execution.

The two statutory mandated mailings are:

Voter Audit Mailing: Federally required every two years to all registered voters to ensure accuracy of the voter rolls. While this is mandated every two years, we are attempting to get into the practice of doing it annually to be easier to manage.

Permanent Vote by Mail Notice: Required by the State of Illinois to notify registered voters about the ability to enroll in permanent vote by mail. Mailing must happen no earlier than August before every November election. Mailing can exclude those voters already enrolled in the permanent vote by mail program, or those who have opted-out of mailings for this program.

**2. SUBMISSION OF BIDS**

Bids will be accepted until **Friday, May 23, 2025, at 11:00 a.m. local time**, via the Lake County Purchasing Portal.

**3. SUBMITTALS**

For your bid to be considered responsive, please see the below list of submittals. A responsive bidder is defined as a person who has submitted a bid that conforms in all material respects to the requirements set forth in the invitation for bids.

- Original "Invitation to Bid" including signed form with Total Bid Amount.
- Electronic copy of the complete bid submission.
- Contractor Qualification Form.
- Reference Form.
- Value Added Services.
- Statement of Sustainability.
- Addendum Acknowledgement Form.
- Vendor Disclosure Form.
- Vendor Certification Form.

**1. BACKGROUND**

Lake County is located in northeast Illinois, between the Chicago and Milwaukee metropolitan areas. Lake County is home to about 736,000 residents. Lake County is committed to open government and transparency, and the County Board's sound fiscal policies have allowed the County to maintain fiscal stability and to achieve AAA bond ratings from Standard & Poor's and Moody's.

**2. AWARD**

Lake County intends to award this contract to the lowest responsive and responsible bidder who is in compliance with the specifications, terms, conditions contained herein. The Contractor shall have specific experience supplying similar service to other customers with similar volume. Lake County reserves the right to request additional information subsequent to the bid date for evaluation purposes. Lake County reserves the right to split award this bid by item, in whole or in part if determined to be in the best interest of the County.

**3. ENTIRE AGREEMENT**

This bid document contains our terms and conditions and constitute the entire agreement between Lake County and the awarded bidder. Modifications and exceptions taken to the terms and conditions contained herein must be formally accepted in writing by both parties.

**4. BID PRICE**

The price bid shall include all material costs, labor and equipment included but is not limited to all transportation charges to and from destination, including delivery.

- All current or future surcharges on fuel or any other commodity.
- All other overhead charges of every kind and nature.

Postage shall be billed separately to the Lake County Clerk's U.S. Postal Service account.

**5. TERM**

This contract shall be in effect for a two (2) year period from the date of award. Lake County reserves the right to renew this contract for three (3) additional one (1) year period(s), subject to acceptable performance by The Bidder. At the end of any contract term, Lake County reserves the right to extend this contract for a period of up to sixty (60) days for the purpose of getting a new contract in place. For any year beyond the initial year, this contract is contingent on the appropriation of sufficient funds; no charges shall be assessed for failure of the County to appropriate funds in future contract years.

**4. PRICE ESCALATOR**

Prices throughout the initial term of the contract shall remain firm/fixed. Written requests for price revisions after the initial term and subsequent renewals shall be submitted at least sixty (60) days in advance of the annual contract period. Requests must be based upon and include documentation of the actual change in the costs of the components involved in the contract and shall not include overhead and profit. Changes in the contract price shall be made in the amount of the actual change in Contractor cost or the percentage increase in the U.S. Average Consumer Price Index for the Midwest Urban - per category "All Items," whichever is less. Surcharges for fuel and/or other costs shall not be allowed. Manufacturer and/or Warehouse Distributor's price sheets or an equivalent document showing the new pricing may be considered sufficient documentation for a price increase. The County reserves the right to reject any price increase and to terminate the contract.

**5. DELIVERY CONDITIONS**

All Items shall be F.O.B. Destination. The term F.O.B. Destination shall mean delivered and unloaded at delivery sites within Lake County, with all charges for transportation and unloading paid by the Contractor. Any claim for loss or damage shall be between the Contractor and the carriers. Address Lists shall be provided by the County to the Contractor.

## **6. TERMINATION**

Lake County reserves the right to terminate this bid as set forth below.

### **a. Termination for Convenience:**

Lake County reserves the right to terminate this Agreement, or any part of this Agreement, with or without cause, upon 30 days' written notice. In case of such termination, Consultant shall be entitled to receive payment from Lake County for work completed to the date of termination in accordance with the terms and conditions of this Agreement.

### **b. Termination Due to Material Breach:**

In the event that this Agreement is terminated due to the Consultant's material breach, Lake County shall be entitled to purchase substitute items or services elsewhere and charge Consultant with losses the County incurs, including attorney's fees and expenses, notwithstanding any damage limitations the parties may agree to elsewhere.

### **c. Termination Due to Lack of Appropriations:**

If sufficient funds are not appropriated by the Lake County Board to continue the services under this Agreement, then Lake County may terminate this Agreement. Lake County agrees to give written notice of termination to Consultant at least 30 days prior to the end of the last fiscal year for which appropriations were made. Lake County shall remit payment for all work completed and approved or accepted by the County, to the date of termination. Termination under this subsection shall not entitle the Consultant to contractual damages of any kind.

### **d. Termination Due to Force Majeure Events:**

(1) If a Force Majeure Event prevents a party from complying with any one or more obligations under this agreement, that inability to comply will not constitute breach if (1) that party uses reasonable efforts to perform those obligations, (2) that party's inability to perform those obligations is not due to its failure to (A) take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event or (B) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Force Majeure Event, and (3) that party complies with its obligations under section 16(d)(3), below.

(2) For purposes of this agreement, "Force Majeure Event" means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party and any consequences of that event or circumstance.

(3) If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of occurrence of that Force Majeure Event and may terminate the Agreement based on it, with an obligation to pay only for services performed prior to the Force Majeure Event.

## **7. VOLUME/ESTIMATED QUANTITY**

County does not guarantee any specific amount and shall not be held responsible for any deviation. Lake County does not guarantee that the County will buy any or all estimated quantities or total amounts. This contract shall cover the County's requirements whether more or less than the estimated amount. All orders received by the Contractor during the term of the contract shall be filled in accordance with the terms and conditions set forth herein. Lake County reserves the right to add or delete locations to this contract. Pricing of additional locations will be negotiated with the Contractor.

## **8. SUBSTITUTIONS**

No substitutions will be allowed during the term of the contract without the express permission of the Lake County Purchasing Division. The Contractor may request permission to substitute items of equal or higher quality when sufficient inventories of an ordered item are not available for delivery within the time required by the using agency.

## **9. PRECEDENCE**

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Lake County Specifications; Lake County General Terms & Conditions, Lake County Invitation for Bids Terms & Conditions and the Contractor's Bid Response.

## **10. INVOICES AND PAYMENT**

- A. At the start of this contract, the County will issue a purchase order for the work and bidder shall submit invoices detailing the products and services provided and identify the purchase order number on all invoices.
- B. Bidder shall maintain records showing the actual time its employees and agents devoted to the project, and the costs incurred. Bidder shall permit a representative from Lake County to inspect and audit all of Bidder's data and records for the work and services provided under this contract. Bidder shall make these records available at reasonable times during the contract period and for one year after the end of the contract.
- C. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, which generally requires approval of a vendor's bill within 30 days of receiving the invoice for the services contained in it, and payment within an additional 30 days (50 ILCS 505/1 et seq.).

Lake County's fiscal year ends on November 30. Invoices for services the bidder has rendered up until November 30 of each year must be received by Lake County on or before January 15 of the subsequent calendar year.

Other than the timeframe for payments related to the end of Lake County's fiscal year, as stated above, Lake County shall not be held financially liable for payment of any services rendered if the invoice for such services is not sent to the County within 90 days from the date the services were provided.

If this contract is terminated prior to its expected expiration date, the bidder must submit all invoices to Lake County no later than 30 days after the effective date of the termination.

Payment for invoices received beyond the time periods in this subsection will be denied, absent an agreement to the contrary. Failure of the bidder to invoice the County in the timeframes noted in this section shall constitute the bidder's waiver of the bidder's right to payment.

Invoices shall be sent to the following address:

Electronic – [CountyClerk@lakecountyil.gov](mailto:CountyClerk@lakecountyil.gov)

Hard Copy – 18 N. County St. Waukegan, IL 60085 / ATTN: County Clerk

## **11. UNBALANCED BIDDING**

Bidders shall not submit a bid which contains irregularities of any kind, including unbalanced bids. By an unbalanced bid, it is meant that one or more separate items are substantially out of line with the current market price for the materials and/or work covered hereby. The County reserves the right not to award any items or to negotiate unit prices that appear excessive or unbalanced.

## **12. INDEMNIFICATION**

Bidder agrees to indemnify and defend Lake County (its employees, elected officials, executives, and agents) from all claims, actions, demands, judgments or liabilities, fines, penalties, and expenses, including without limitation reasonable legal fees and expert costs, arising out of this bid and arising from the bidder's (its employees', executives', and agents') actions, whether negligent, reckless, or intentional. Lake County shall provide notice to bidder promptly of any such claim, suit, or proceeding, and will assist bidder, at bidder's expense, in defending any such claim, suit, or proceeding.

### **13. CONFIDENTIALITY**

Bids are subject to the Illinois Freedom of Information Act (FOIA) once an award is made. As such, all bidders responding are asked to submit one redacted copy of their bid that can be used by the County to respond to any future FOIA requests for the bid.

Please refer to the FOIA statute, 5 ILCS 140/1 et seq., and specifically Section 7 therein, for explanation of information that may be redacted. For example, information exempt from disclosure in response to a FOIA request includes but is not limited to: highly personal or objectionable information; trade secrets and commercial or financial information claimed as proprietary, privileged or confidential, the disclosure of which would cause your business competitive harm; valuable formulae, computer geographic systems, designs, drawings and research data when disclosure of the same would produce private gain or public loss; certain construction related technical documents; and information associated with automated data processing operations that, if disclosed, would jeopardize system or data security.

If no redacted copy is provided, the Lake County Purchasing Division reserves the right to determine what information should be redacted as proprietary, privileged, or confidential in response to a FOIA request. A bidder who fails to provide a redacted copy of its proposal waives its right to maintain any claims against Lake County, its agents, or employees for disclosure of this information.

### **14. ASSIGNMENT**

Any Agreement entered into as a result of this bid shall not be assigned, delegated, or modified without the express written consent of both parties. The Agreement supersedes all other agreements, oral or written, between the parties with respect to the subject matter of the Agreement.

If Lake County agrees that the bidder may assign, delegate, or subcontract the work under the Agreement, bidder shall remain contractually liable to Lake County unless otherwise agreed in writing.

### **15. ADDENDA**

Any and all changes to the specifications and terms and conditions of this Bid are valid only if they are included by addendum issued by Lake County Purchasing. Bidders shall acknowledge addenda by signing the enclosed Addendum Acknowledgement form. Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this bid as submitted. All addenda as issued shall become part of the bid documents. It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum issued within three business days of the submittal due date.

### **16. ADDITIONAL INFORMATION**

Should the bidder require additional information about this bid, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the bid number and addendum link. Questions may also be submitted via email to [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov). All questions shall be submitted no less than seven (7) days prior to the bid opening date. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a bid.

### **17. NON-ENFORCEMENT BY THE COUNTY**

The Contractor shall not be excused from complying with any of the requirements of the Contract because of any failure on the part of the County, on any one or more occasions, to insist on the Contractor's performance or to seek the Contractor's compliance with any one or more of said terms or conditions.



## **18. CHANGE IN STATUS**

The Contractor shall notify Lake County immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. Lake County shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

## **19. JOINT PURCHASING**

The purchase of goods and services pursuant to the terms of this Contract shall also be offered for purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful Bidder. The Bidder agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The Bidder further agrees that all terms and conditions of this Contract shall continue in full force and effect as to the other governmental units during extended terms. The credit or liability of each governmental unit shall remain separate and distinct. Disputes between Bidders and governmental units shall be resolved between the immediate parties.

The Bidder and the other governmental units may negotiate such other and further terms and conditions to this Contract ("Other Terms") as individual projects may require. To be effective, Other Terms shall be reduced to writing and signed by a duly authorized representative of both the successful Bidder and the other governmental unit.

The Bidder shall provide the other governmental units with all required documentation set forth in the solicitation including but not limited to: performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured and certified payrolls to the other governmental unit as required.

## **20. REPORTING REQUIREMENTS**

All awarded vendors will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded vendors provide an accounting of employees assigned throughout the term of the contract in regards to their home address and ethnicity. Lake County may use any data collected to report on potential of businesses and workers benefitting from County contracts.

Lake County launched a **Buy Local. Build Local. Work Local.** initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law. The County will take all necessary and reasonable steps to assure that business enterprises defined as L/W/MBE shall have a fair opportunity to participate in County contracts. As part of its Economic Opportunity Program (EOP) commitment the County will make every effort to achieve the following objectives:

- (a) To ensure nondiscrimination in the award and administration of contracts;
- (b) To create a level playing field on which L/W/MBEs can compete fairly for contracts by providing any necessary training and assistance in bid preparation;
- (c) To ensure that the County's EOP is narrowly tailored in accordance with applicable law;
- (d) To establish a means for firms identifying themselves as L/W/MBEs to register for procurement opportunities and work cooperatively with contracted firms to report on measures that demonstrates the County's commitment to its EOP; and,
- (e) To help remove barriers to the participation of L/W/MBEs through notification of contract opportunities.

Successful proposers are encouraged to work with Workforce Development to post any and all opportunities for employment on County contracts. Lake County's Workforce Development mission is to foster and ensure the economic prosperity of the Lake County community by maximizing the potential of businesses and workers. As such, Workforce Development provides a key resource for job seekers and employers.

State law mandates an open and competitive bidding process and requires that publicly procured contracts be awarded to the lowest responsible and responsive bidder with no demonstrated preference based on the bidder's location, race and gender.

## **21. DEBARMENT AND SUSPENSION WITH LAKE COUNTY**

The Lake County Purchasing Ordinance § 33.125 through 33.126 defines the County's Authority and Decision to Debar.

The bidder certifies to the best of his or her knowledge and belief that the bidder:

- A. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
- B. Has not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- C. Is not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. Has not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, or local) terminated for cause or default.

Bidder agrees that, during the term of this Agreement, Bidder shall report to the County's contract administrator, within 10 days, any allegations to or findings by the National Labor Relations Board (NLRB) or Illinois Labor Relations Board (ILRB) that Bidder has violated a statute or regulation regarding labor standards or relations. If an investigation by the County results in a final determination that the matter adversely affects Consultant's responsibilities under this Agreement, then the County may terminate this contract.

## **22. NON-DISCRIMINATION**

During the term of this agreement, Bidder agrees to and shall comply with (1) the Equal Opportunity Employer provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order Number 11246, as amended by Executive Order 11375, and (2) Chapter 33 of Title III of the Lake County Code of Ordinances (titled "Purchasing").

All Contracts may be subject to change

The Contractor must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A- VIII and provide the County with a Certificate of Insurance 15 days before the start of the project., and thereafter annually for contracts/ projects that will last more than one year. Insurance in the following types and amounts is necessary:

Commercial General Liability Insurance (Required)

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations – up to 2 years after each project completion • Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor's projects away from premises owned or rented to contractor.

Automobile Liability Insurance

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Contractor's auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

Excess/ Umbrella Liability

Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (*minimum, and may be higher depending on the project*)

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Contractor arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Contractor's employees, with limits listed below:

#### Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

#### Professional Liability – Errors and Omissions

The Contractor's Architect/ Engineer/Consultants for the plans of the project shall be written with limits of insurance not less than the following:

\$ 1,000,000 per claim per policy year

Coverage shall be provided for up to three (3) years after project completion. Policy is to be on a primary basis if other professional liability is carried.

#### Liability Insurance Conditions

Contractor agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- b) The Contractor's insurance shall be primary & non-contributory over Lake County's insurance in the event of a claim.
- c) Contractor agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and volunteers and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change. A blanket additional insured ISO endorsement is preferred for Contractors who have multiple projects with the County.
- d) Lake County shall be provided with Certificates of Insurance and should include the appropriate corresponding ISO form endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies. No manuscript endorsements will be accepted. Any hard copies of said Notices and Certificates of Insurance and Endorsements shall be provided to:

**Lake County  
Purchasing Division  
18 N. County 9th Floor  
Waukegan, Illinois 60085**

- e) **Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to [Purchasing@lakecountyil.gov](mailto:Purchasing@lakecountyil.gov) in place of hard copies.**

Failure to Comply: In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Contractor.

**1. DESCRIPTION**

Each mailing will consist of multiple 8.5x11 pages, tri-folded, and sealed with a wafer seal or similar manner decided between the Office of the Lake County Clerk and selected vendor. Postage permits will be supplied and County Clerk's Office will supply print-ready PDFs.

The two statutory mandated mailings are:

Voter Audit Mailing: Federally required at least two years to all registered voters to ensure accuracy of the voter rolls. While this is mandated every two years, we are attempting to get into the practice of doing it annually to be easier to manage. Currently, there are 462,216 active registered voters in Lake County which will fluctuate from year to year.

Tentatively, the schedule for the voter audit mailing will be: August 2025, August 2027, August 2029, August 2031.

Permanent Vote by Mail Notice: Required by the State of Illinois to notify registered voters about the ability to enroll in permanent vote by mail. Mailing must happen no earlier than August before every November election. Mailing can exclude those voters already enrolled in the permanent vote by mail program, or those who have opted-out of mailings for this program. The current number of registered voters that would be part of the mailing is approximately 399,818 registered voters which will fluctuate from year to year.

Tentatively, the schedule for the Permanent Vote by Mail Notice will be: August 2026, August 2028, August 2030.



### Addendum Acknowledgement

The undersigned acknowledges receipt of the following addendum(s):

ADDENDUM #

I have examined and carefully prepared the submittal documentation in detail before submitting my response to Lake County.

Submittal Number: \_\_\_\_\_

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

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

Printed Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum posted within three business days of the submittal due date.

If the submittal has already been received by Lake County, vendors are required to acknowledge receipt of addendum via email to [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov) prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

**PERMANENT VOTE BY MAIL NOTICE AND AUDIT LETTER MAILINGS**  
**CONTRACTOR QUALIFICATIONS**

**APRIL 2025**

(ATTACH ADDITIONAL PAGES AS NEEDED)

**Name and address of office from which this contract will be administered**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Project Manager \_\_\_\_\_

**# Years in Business** \_\_\_\_\_ **Number of Employees** \_\_\_\_\_  
(Minimum 3 years)

**Annual Sales:** \$ \_\_\_\_\_ **Dunn & Bradstreet** \_\_\_\_\_

**List employees who will be dedicated to Lake County:** (Attach additional pages as necessary)

Name	Position	# Years	Responsibility/Experience	Task

## REFERENCES

List below other similar size clients for whom you have provided similar services. Please include the email address for each reference.

Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:

Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:

Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:

Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:



Please include any value-added services your firm provides in your response:


The County of Lake has a responsibility to balance fiscal, environmental and social considerations into its operational decision-making process. The County's commitment to green and sustainable practices and good environmental stewardship was memorialized by the Lake County Board in the County's 2013 Strategic Plan where sustainability is listed as a value and a goal. This was further strengthened in September 2020 by adopting a Net Zero Emissions goal through Joint Resolution. Therefore, we shall promote environmentally preferable purchasing, whenever practical, by procuring goods or services that lessen the destructive effects on the environment and the health and well-being of all citizens.

Consideration of the practices adopted by our contracted firms is key to magnifying the impact of the County's sustainability measures. Proposers are requested to provide a Statement of Sustainability demonstrating the methods they have incorporated into their firms. Sustainability may be one of the scoring criteria included the evaluation rubric for the award of this contract.

#### **INSTRUCTIONS**

Please provide a narrative outlining any policies or practices implemented by your firm to reduce your carbon footprint. Your response should include, but need not be limited to:

- A copy of your firm's sustainability policy, awards and accolades.
- Practices such as waste minimization, energy/water efficiency, methods instituted to reduce pollution, green products utilized, staff education, community involvement and volunteerism.
  - o Specifically include the percentage of your firm's energy that comes from renewable sources and percentage of your fleet that is non-emitting.
- Sustainable approaches your firm may have for this specific project.
- Cost variances to incorporate a more sustainable approach to this project and any calculated life cycle costs.

# VENDOR DISCLOSURE STATEMENT

<b>Vendor Name:</b>			
<b>Address:</b>			
<b>Contact Person:</b>		<b>Phone #:</b>	
<b>Bid/RFP/SOI/Contract/Renewal:</b>			

Vendors wishing to contract with Lake County for goods and services in an amount greater than \$30,000 shall submit this form in advance of award. This disclosure statement is not required for utility companies regulated by the Illinois Commerce Commission or local units of government. Vendors shall disclose:

- A familial relationship between a Lake County elected official, department director, deputy director and manager and owners, principals, executives, officers, account managers or other similar managerial positions of the vendor's company. Familial relationship is defined as a spouse (including civil partner), child, stepchild, parent, stepparent, grandparent, in-laws (including parent, grandparent, sibling, or child), relatives and non-relatives living in the same residence, and offspring born to any aforementioned person.
- All political campaign contributions made by the vendor or an owner, principal, executive, officer, account manager, or other similar managerial position of the vendor to any county board member, county board chair, or countywide elected official within the last five years.

**If there is nothing to report in a section, please state NONE in the appropriate space.**

## FAMILIAL RELATIONSHIPS

List names and departments/agencies of Lake County employees or public officials with whom owners, principals, or officers of the vendor's company have a familial relationship and the nature of the relationship. Attach additional pages, as necessary. (Provide all names or state NONE in the space below. Do not leave blank.)

Name and Department/Agency of Lake County Employee/Public Official	Familial Relationship

## CAMPAIGN CONTRIBUTIONS

List campaign contributions that have been made within the last five years that exceed \$150 annually. Attach additional pages, as necessary. (Provide all names or state NONE in the space below. Do not leave blank.)

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

Continuing disclosure is required if information changes. This Vendor Disclosure Statement form is available at [www.lakecountyil.gov](http://www.lakecountyil.gov). The full text of the County's Ethics and Procurement policies and ordinances are available at [www.lakecountyil.gov](http://www.lakecountyil.gov).

I hereby acknowledge that the information above is accurate and complete, that I am an authorized signer on behalf of the vendor, that I have read and understand these disclosure requirements, and that I agree to update this information if there are any related changes by submitting a new Vendor Disclosure Statement.

Authorized Signature:		Title:	
Printed Name:		Date:	

☐ **Vendors: Check this box when indicating exception. Then provide a brief narrative for exception below.**



# VENDOR CERTIFICATION FORM

Bid/RFP/SOI Number:			
Vendor Name:			
Address:			
Primary Contact Name:			
Primary Contact Email Address:			
Primary Contact Phone Number:			
Project Manager Name:			
Project Manager Email Address:			
Project Manager Phone Number:			
# Years in Business:		Number of Employees:	
Annual Sales:	\$	Dunn & Bradstreet #:	
<b>Vendor Certification Statement: Please identify all the following that apply to the ownership of this firm. This information is collected for reporting purposes only and not vendor selection. Please include a copy of the certification. (Definitions are included on the second page of Vendor Certification Form).</b>			
<input type="checkbox"/>	Contractor certifies as a Minority – Business Enterprise (MBE)		
<input type="checkbox"/>	Contractor certifies as a Women Business Enterprise (WBE)		
<input type="checkbox"/>	Contractor certifies as a Veteran-Owned (VBE) Business Enterprise		
<input type="checkbox"/>	Contractor certifies as a Persons with Disabilities Owned Business Enterprise (PDBE)		
<input type="checkbox"/>	Contractor certifies as a Service-Disabled Veteran-Owned (SDVBE) Business Enterprise		
<input type="checkbox"/>	Contractor certifies as a Business Enterprise Program (BEP)		
<input type="checkbox"/>	Contractor certifies as a Small Disadvantaged Businesses (SDB)		
<input type="checkbox"/>	Contractor certifies as a Veteran-Owned Small Business (VOSB)		
<input type="checkbox"/>	Local Business		
<input type="checkbox"/>	None		
Other (Specify)			
Certification Number:			
Certified by (Agency):			

I certify that this information is accurate to the best of my knowledge and that I am authorized to provide this information on behalf of my company.

Signature:	Date:
Printed Name:	Title:

## Vendor Certification Definitions

- **Minority-owned business (MBE)**  
A business concern which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.
- **Woman-owned business (WBE)**  
A business which is at least 51% owned by one or more women, or, in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily business operations of which are controlled by one or more of the women who own it.
- **Veteran-owned Business Enterprise (VBE)**  
A small business (i) that is at least 51 percent owned, controlled and managed by one or more Eligible Veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Eligible Veterans.
  - **Eligible Veteran** means a person who (i) has been either a member of the armed forces of the United States or, while a citizen of the United States, was a member of the armed forces of allies of the United States in time of hostilities with a foreign country and (ii) has served under one or more of the following conditions: (a) the veteran served a total of at least 6 months; (b) the veteran served for the duration of hostilities regardless of the length of the engagement; (c) the veteran was discharged on the basis of hardship; or (d) the veteran was released from active duty because of a service connected disability and was discharged under honorable conditions.
  - **Armed Forces of the United States** means the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or service in active duty as defined under 38 U.S.C. Section 101. Service in the Merchant Marine that constitutes active duty under Section 401 of federal Public Act 95-202 shall also be considered service in the armed forces for purposes of this Division.
- **Persons with Disabilities Owned Business Enterprise (PDBE)**  
A small business (i) that is at least 51 percent owned, controlled and managed by one or more Persons with a Disability; or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled, and managed by one or more Persons with a Disability.
  - **Disability or Disabled** means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.
- **Service-Disabled Veteran-owned Business Enterprise (SDVBE)**  
A small business (i) that is at least 51 percent owned, controlled, and managed by one or more qualified service-disabled veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Service Disabled Veterans.
  - **Service-Disabled Veteran** means an Eligible Veteran who has been found to have 10 percent or more service-connected disability by the United States Department of Veterans Affairs or the United States Department of Defense.
  - **Service-connected disability** means a disability incurred in the line of duty in the active military, naval or air service as described in 38 U.S.C. 101(16).
- **BEP – Business Enterprise Program**  
Business Enterprise Program (BEP) BEP assists businesses owned by minorities, women, and people with disabilities gain access to the State of Illinois procurement process. BEP certification with the State of Illinois can also open the door to opportunities with other public and private entities which are looking for diverse suppliers.
- **Small Disadvantaged Businesses (SDB)**  
A Small Disadvantaged Business (SDB) is a small business owned and controlled by socially and economically disadvantaged individuals as defined by Federal Acquisition Regulation (FAR) 19.001
- **Veteran-Owned Small Business (VOSB)**  
A Veteran-Owned Small Business (VOSB) is a small business that is at least 51 percent owned by one or more veterans; or, if a publicly owned business, at least 51 percent of the stock is owned by one or more veterans. Also, one or more veterans control management and daily business operations of the firm.
- **Local business**  
Lake County launched a Buy Local. Build Local. Work Local initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law.

**Exhibit A – PII-redacted Sample of Permanent Vote by Mail Notice**

Anthony Vega  
Lake County Clerk  
18 N County St  
Waukegan IL 60085

US POSTAGE PAID  
GURNEE IL  
PERMIT 312









Anthony Vega  
Lake County Clerk

18 North County Street, Room 101  
Waukegan, Illinois 60085-4364  
LakeCountyClerk.info  
Phone 847 377 2400  
Fax 847 984 5823

August 8, 2024

Dear Lake County Voter,

Public Act 102-0015 allows voters to complete a one-time application to become enrolled in a Permanent Vote by Mail program and receive a ballot by mail for all subsequent elections.

- ❖ Prior to this new law, voters requesting to vote by mail were required to **complete an application for ballot for each election.**
- ❖ You may complete an **Application for Permanent Vote by Mail Status** and have a ballot **automatically** mailed to you at any address specified for all future elections.
- ❖ **A voter remains in a permanent status** until the voter requests to be removed, provides notice of a change of address outside of Lake County or our office receives confirmation that the voter has registered to vote in another county.
- ❖ Ballots are mailed 40 days prior to each election, and we ask you to specify on the application where your ballot should be mailed if different from your registration address.
- ❖ Upon receipt of your completed and signed application, we will mail ballots beginning September 26, 2024.
- ❖ Applications are also available for electronic completion by visiting our website: <https://www.lakecountyil.gov/351/voter-power-for-registered-voters>.

Please contact our Voting by Mail Department at 847-377-2406 if you have additional questions.

Very truly yours,

Anthony Vega  
Lake County Clerk

8 de agosto del 2024

Estimado votante del Condado de Lake,

La Ley Pública 102-0015 les permite a los votantes completar una sola solicitud para inscribirse en el programa de votación por correo permanente y consecuentemente recibir una boleta por correo para todas las elecciones subsiguientes.

- ❖ Antes de esta nueva ley, los votantes que solicitaban votar por correo debían **completar una solicitud de boleta para cada elección.**
- ❖ Usted puede completar la **Solicitud para recibir un estado permanente de votante por correo** y recibir automáticamente una boleta por correo para todas las elecciones futuras. Esta boleta puede ser enviada a cualquier dirección que usted designe.
- ❖ **Un votante permanece en un estado permanente de votante por correo** hasta que el votante solicita ser removido, nos notifica de un cambio de dirección fuera del Condado de Lake o nuestra oficina recibe confirmación de que el votante se ha registrado para votar en otro condado.
- ❖ Las boletas se envían por correo 40 días antes de cada elección y le pedimos que especifique en la solicitud dónde debemos enviar su boleta si esta dirección es diferente a su dirección anotada en su registro de votante.
- ❖ Al recibir su solicitud que ha sido completada y firmada, enviaremos las boletas por correo a partir del 26 de septiembre del 2024.
- ❖ Las solicitudes también están disponibles para ser llenadas y sometidas electrónicamente en nuestro sitio web: <https://www.lakecountyil.gov/351/voter-power-for-registered-voters>.

Comuníquese con nuestro Departamento de Votación por Correo al 847-377-2406 si tiene preguntas adicionales.

Atentamente,



Anthony Vega  
Secretario del Condado de Lake



LakeCounty

Anthony Vega  
County Clerk

## APPLICATION FOR BALLOT

November 5, 2024 - GENERAL ELECTION

*Si prefieres español, por favor mira el otro lado de esta página.*

### Registration Information:



<b>Mailing Address</b> If different from Lake County voter registration address.	1	Address or P.O. Box _____ City/Town _____ State _____ Zip code _____	
<b>Contact info (optional)</b>	2	Phone (with area code) _____ Email _____ <b>By providing your contact information you are agreeing to receive election related notices</b>	
<b>Single Election</b> Voter will only receive a ballot for the election specified and must submit a separate application for ballot at each election.	3	<input type="checkbox"/> <b>I wish to vote by mail in the 2024 General Election ONLY.</b> <u>Voters who select this option will need to submit a new application for ballot prior to each future election that they intend to vote by mail.</u> <b>A single-election application must be submitted to the election authority within 90 days of election day. Party choice is only required for a primary election.</b>	
<b>Permanent Vote by Mail</b> Voter will receive a ballot for future elections based on option selected. Voter will only receive a primary ballot if the party listed is an established party in a race for which the voter is entitled to vote.	4	<input type="checkbox"/> <b>I wish to vote by mail in all subsequent elections that do not require a party designation.</b> <u>Voters who select this option will receive a ballot in all future general and consolidated elections, but not primary elections which require a party designation.</u> OR <input type="checkbox"/> <b>I wish to vote by mail in all subsequent elections and wish to receive the party ballot indicated below in all elections that require a party designation.</b> <u>Voters who select this option will receive a ballot in all future elections so long as the party listed is an established party.</u> <input type="checkbox"/> Democratic Primary <input type="checkbox"/> Republican Primary <input type="checkbox"/> Other Primary _____	
<b>Opt Out</b>	5	<input type="checkbox"/> <b>I wish to opt out of all future notifications of the permanent vote by mail program.</b>	
<b>Attestation</b> For voters who selected a vote by mail option in row four (4) or five (5).	6	As required by 10 ILCS 5/19-3, I affirm that I currently reside at the address and precinct listed immediately above and have lived there for 30 or more days. I further affirm I am lawfully entitled to vote and understand that this application is a request for an official ballot by mail to be voted by me at this election. Under penalties provided in 10 ILCS 5/29-10, I certify the information in this application is true and correct. I understand that this application is made for an official vote by mail ballot to be voted by me at the election specified in this application and that I must submit a separate application for an official vote by mail ballot to be voted by me at any subsequent election <u>or</u> for continuing vote by mail, I am currently a registered voter and wish to apply for permanent vote by mail status. I understand my ballot may be counted within 14 days after the election if: 1.) returned by mail with postage postmarked no later than Election Day or 2.) returned to the office of the election authority prior to the close of the polls on Election Day. I understand that if I cast a ballot prior to Election Day I shall not be permitted to revoke that ballot or vote another ballot with respect to this election.	
<b>Signature</b>	7	Voter sign here  X  Date (MM/DD/YY) _____ Official Use Signature Verified by _____	
<b>Mail or deliver your completed application to:</b> Lake County Clerk Voting By Mail Department 18 N County St Rm 101 Waukegan IL 60085		<b>If you have any questions, please contact our office:</b> Phone: (847) 377-2406 Email: VotingByMail@lakecountyil.gov	



LakeCounty

Anthony Vega

Secretario del Condado

## SOLICITUD DE BOLETA

5 de noviembre del 2024 – Elecciones Generales

*If you prefer English, please see the other side of this page.*

### Información de registro:



<b>Domicilio Postal</b>  Si es diferente al domicilio en su registro de votante	1	Dirección o apartado postal _____  Ciudad/Aldea _____ Estado _____ Código Postal _____	
<b>Información de contacto (opcional)</b>	2	Núm. de teléfono (con código de área) _____ Correo electrónico _____ <b>Al proveer su Información de contacto usted acepta recibir notificaciones electorales a su correo electrónico.</b>	
<b>Elección única</b>  El votante solo recibirá una boleta para la elección especificada y debe presentar una solicitud separada para la boleta en cada elección.	3	<input type="checkbox"/> <b>Deseo votar por correo en la 2024 Elecciones Generales SOLAMENTE.</b> <u>Los votantes que seleccionen esta opción deberán presentar una nueva solicitud de boleta antes de cada elección futura en la cual tengan la intención de votar por correo.</u>  <b>Una solicitud de elección única debe presentarse a la autoridad electoral dentro de los 90 días posteriores al día de las elecciones. La elección de partido sólo se requiere para una elección primaria.</b>	
<b>Votación por Correo Permanente</b>  El votante recibirá una boleta para futuras elecciones según la opción seleccionada. El votante solo recibirá una boleta primaria si el partido listado es un partido establecido en una con ienda por la cual el votante tiene derecho a votar.	4	<input type="checkbox"/> <b>Deseo votar por correo en todas las elecciones subsecuentes que no requieran de una designación de partido político.</b> <u>Los votantes que seleccionen esta opción recibirán una boleta en todas las elecciones generales y consolidadas, pero no en las elecciones primarias que requieren una designación de partido.</u> O <input type="checkbox"/> <b>Deseo votar por correo en todas las elecciones subsecuentes y, para cada elección que requiera de designación de partido político, deseo recibir una boleta del partido político seleccionado a continuación</b> <u>Los votantes que seleccionen esta opción recibirán una boleta en todas las elecciones futuras, siempre y cuando el partido que seleccionen sea un partido establecido.</u>  <input type="checkbox"/> Primaria Demócrata <input type="checkbox"/> Primaria Republicana <input type="checkbox"/> Otra Primaria _____	
<b>Optar por no participar</b>	5	<input type="checkbox"/> <b>No deseo recibir notificaciones futuras del programa permanente de votación por correo.</b>	
<b>Atestación</b>	6	En conformidad con la ley 10 ILCS 5/19-3, yo afirmo que actualmente resido en el domicilio y distrito electoral especificados arriba, que he vivido allí por 30 días o más. Adicionalmente, afirmo que legalmente tengo derecho de votar y entiendo que esta solicitud es una petición para recibir una boleta oficial por el correo para emitir mi voto en estas elecciones. Bajo penalidades establecidas por 10 ILCS 5/29-10, certifico que la información en esta solicitud es verdadera y correcta. Entiendo que esta solicitud es para recibir una boleta oficial de votación por correo para emitir mi voto en la elección especificada en esta solicitud y que debo presentar una solicitud separada para recibir una boleta oficial de votación por correo para votar en cualquier elección posterior, O, para continuar votando por correo, actualmente soy un votante registrado y deseo solicitar el estado de votante por correo permanente. Yo entiendo que mi boleta puede ser contada dentro de los 14 días posteriores a las elecciones, si: 1.) es devuelta por correo portando el matasello de la oficina postal con una fecha que no exceda el día de las elecciones, o 2.) es devuelta a la oficina de la autoridad electoral antes del cierre de las casillas en el día de las elecciones. Entiendo que emitir una boleta antes del día de las elecciones significa que no podré revocar esa boleta ni emitir otra boleta en el día de las elecciones.	
<b>Firma</b>	7	Firma del votante  X  Fecha (MM/DD/AA) _____ Official Use Signature Verified by _____	
Envíe por correo o entregue su solicitud a: Lake County Clerk Voting By Mail Department 18 N County St Rm 101 Waukegan IL 60085		Si tiene alguna pregunta, póngase en contacto con nuestra oficina: Teléfono: (847) 377-2406 Correo electrónico: VotingByMail@lakecountyil.gov	

**Exhibit B – PII-redacted Sample of Audit Letter**

Anthony Vega  
Lake County Clerk  
18 N County St  
Waukegan IL 60085

FIRST-CLASS MAIL  
US POSTAGE PAID  
GURNEE IL  
PERMIT 312







Anthony Vega  
Lake County Clerk

18 North County Street, Room 101  
Waukegan, Illinois 60085  
LakeCountyClerk.info  
Phone 847 377 2410  
Fax 847 984 5827  
VoterRegistration@lakecountyil.gov



Dear Voter:

Pursuant to 10 ILCS 5/4-30, we are attempting to verify your voter registration address. **If you reside at the address above, no further action is required.** If you have changed your residence, please complete the form below and email it to VoterRegistration@lakecountyil.gov, fax it to (847) 984-5827, or mail it to Lake County Clerk, 18 N. County St. Rm. 101, Waukegan, IL 60085. If the voter listed above is deceased, please send us a copy of the voter's death record. If the voter has moved from the address above and you are not in contact with the voter, please have the United States Postal Service return this letter as undeliverable. If you have any questions please call (847) 377-2410 to reach our Voter Registration Services Department.

Very truly yours,

Anthony Vega  
Lake County Clerk

**Print Full Name:**

---

**Date of Birth:**

---

**My Legal Address :**

(Where you live)

---

---

**My Mailing Address:**

(Example: PO Box)

---

---

---

(Signature)

---

(Date)





Anthony Vega  
Secretario del Condado

18 North County Street, Room 101  
Waukegan, Illinois 60085  
LakeCountyClerk.info  
Telefono 847 377 2410  
Fax 847 984 5827  
VoterRegistration@lakecountyil.gov

Estimado votante:

Hemos recibido notificación de que posiblemente se ha registró para votar en otro estado. **Si aun reside en la dirección que se detalla en la parte de arriba de este comunicado, no se requiere ninguna acción de su parte.** Si ha cambiado de residencia, favor de completar el formulario disponible a continuación y envíelo por correo electrónico a VoterRegistration@lakecountyil.gov, por fax al 847-984-5827, o por correo utilizando el sobre de devolución con franqueo pagado que hemos incluido. Si tiene alguna pregunta o si devuelve este formulario 27 días previos a una elección y necesita opciones para registrarse, favor de comunicarse con nuestro Departamento de Servicios de Registro de Votantes por correo electrónico a VoterRegistration@lakecountyil.gov, o llame al 847-377-2410.

Muy atentamente,

Anthony Vega  
Secretario del Condado de Lake

**Escriba su nombre completo  
utilizando letra de molde:**

---

**Fecha de nacimiento:**

---

**Domicilio legal:**  
(Donde vive)

---

---

**Domicilio donde recibe su  
correspondencia**  
(Ejemplo: Apartado Postal o  
PO Box)

---

---

(Firma)

(Fecha)