

18/09/2020

Debbie Shields
CanPrint Communications
PO Box 7575 Canberra BC, ACT 2610

Contract Name:	Printing of ballot papers and QR codes for 2020 ACT Election
Contract Number:	EC2019/110

AGREEMENT TO VARY CONTRACT

Dear Ms Shields

We write in relation to the Printing of ballot papers and QR codes for 2020 ACT election (Contract) between the AUSTRALIAN CAPITAL TERRITORY, represented by the ACT Electoral Commission (Territory) and CanPrint Communications ABN 65 079 915 932 dated 10 February 2020.

The original deed of the Contract allows the parties to vary the Contract by agreement in writing prior to expiration of the Contract.

The Territory proposes to vary the Contract, with the variation taking effect immediately .

The variation is as set out below.

Variation/s:

(1) Item 1 Total Ballot Paper Specification section is deleted and replaced with the following:

Item 1 BALLOT PAPER SPECIFICATION

1. **Brindabella:** 53,100

1.1 Standard Ballots

Quantity Required: 42,200 ballot papers, made up of 703 copies of 60

different versions No Pages: 61pp {60 different faces, one common reverse}

Finished Size: 217mm x 410mm {but may change}

Artwork Supplied: Black overprint s will be supplied as a pdf

generated out of Excel Stock 80gsm bond, Australian made, recycled

{preferably}

Ink Face: Prints black plus PMS 298

Reverse: prints PMS 298 only

Packing Collate in number sequence and shrink/band in packs of exactly 50

1.1 Declaration Ballots (identical to above, with DECLARATION printed

in black on face) Quantity Required: 10,900 ballot papers in

total, made up of 182 copies of 60 different versions No Pages:

61pp (60 different faces, one common reverse)

Finished Size: 217mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf generated out of Excel Stock 80gsm bond, Australian made, recycled (preferably)

Ink Face: Prints black plus PMS 298
Reverse: prints PMS 298 only

Folding 10,400 copies folded to 217 mm x 99mm; 500 copies delivered flat

Packing Collate in number sequence and band folded forms in packs of exactly 50. Flat copies to be shrink/banded wrapped in exact 50s.

2. Ginninderra: 56,220

1.1 Standard Ballots

Quantity Required: 45,320 ballot papers, made up of 755 copies of 60 different versions No Pages: 61pp (60 different faces, one common reverse)

Finished Size: 217mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf generated out of Excel Stock 80gsm bond, Australian made, recycled (preferably)

Ink Face: Prints black plus PMS 366
Reverse: prints PMS 366 only

Packing Collate in number sequence and shrink/banded in packs of exactly 50

Buying Goods and Services

1.1 Declaration Ballots (identical to above, with DECLARATION printed

in black on face) Quantity Required: 10,900 ballot papers in total,

made up of 182 copies of 60 different versions No Pages: 61pp (60

different faces, one common reverse)

Finished Size: 217mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf

generated out of Excel Stock 80gsm bond, Australian made,

recycled (preferably)

Ink Face: Prints black plus PMS 366

Reverse: prints PMS 366 only

Folding 10,400 copies folded

to 217mm x 99mm;

500 copies delivered

flat

Packing Collate in number sequence and band folded forms in

packs of exactly 50. Flat copies to be shrink/banded

wrapped in exact 50s.

3. Kurrajong: 59,040

1.1 Standard Ballots

Quantity Required: 43,340 ballot papers, made up of 722 copies

of 60 different versions No Pages: 61pp (60 different faces, one

common reverse)

Finished Size: 217mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf

generated out of Excel Stock 80gsm bond, Australian

made, recycled (preferably)

Ink Face: Prints black plus PMS 111

Reverse: prints PMS 111 only

Packing Collate in number sequence and shrink/band in packs of exactly 50

Buying Goods and Services

1.1 Declaration Ballots (identical to above, with DECLARATION printed in black on face) Quantity Required: 15,700 ballot papers in total, made up of 262 copies of 60 different versions

No Pages: 61pp (60 different faces, one common reverse)

Finished Size: 217mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf generated out of Excel Stock 80gsm bond, Australian made, recycled (preferably)

Ink Face: Prints black plus PMS 111
Reverse: prints PMS 111 only

Folding 15,200 copies folded to 217mm x 99mm; 500 copies delivered flat

Packing Collate in number sequence and band folded forms in packs of exactly 50. Flat copies to be shrink/banded wrapped in exact 50s.

4. Murrumbidgee: 52,020

1.1 Standard Ballots

Quantity Required: 41,120 ballot papers, made up of 685 copies of 60 different versions No Pages: 61pp (60 different faces, one common reverse)

Finished Size: 217mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf generated out of Excel Stock 80gsm bond, Australian made, recycled (preferably)

Ink Face: Prints black plus PMS 512
Reverse: prints PMS 512 only

Packing Collate in number sequence and shrink/band in packs of exactly 50

Buying Goods and Services

1.1 Declaration Ballots (identical to above, with DECLARATION printed in black on face) Quantity Required: 10,900 ballot papers in total, made up of 182 copies of 60 different versions No Pages: 61pp (60 different faces, one common reverse)

Finished Size: 217mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf

generated out of Excel Stock 80gsm bond, Australian made, recycled (preferably)

Ink Face: Prints black plus PMS 512
Reverse: prints PMS 512 only

Folding 10,400 copies folded to 197mm x 99mm;
500 copies delivered flat

Packing Collate in number sequence and band folded forms in packs of exactly 50. Flat copies to be shrink/banded wrapped in exact 50s.

5. Yerrabi: 51,420

1.1 Standard Ballots

Quantity Required: 40,520 ballot papers, made up of 675 copies of 60 different versions No Pages: 61pp (60 different faces, one common reverse)

Finished Size: 217mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf generated out of Excel Stock 80gsm bond, Australian made, recycled (preferably)

Ink Face: Prints black plus PMS 115
Reverse: prints PMS 115 only

Packing Collate in number sequence and shrink/band in packs of exactly 50

1.1 Declaration Ballots (identical to above, with DECLARATION printed in black on face)

Buying Goods and Services

Quantity Required: 10,900 ballot papers in total, made up of 182 copies of 60 different versions No Pages: 61pp (60 different faces, one common reverse)

Finished Size: 217mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf generated out of Excel Stock 80gsm bond, Australian made, recycled (preferably)

Ink Face: Prints black plus PMS 115
Reverse: prints PMS 115 only

Folding 10,400 copies folded to 197mm x 99mm; 500 copies delivered flat

Packing Collate in number sequence and band folded forms in packs of exactly 50. Flat copies to be shrink/banded wrapped in exact 50s.

QR CODE SPECIFICATION:

Size: 90mm x 52.5mm

Ink: Each card will be printed in black plus one PMS. Each type has a different PMS (see PMS's assigned to each electorate ballot paper above)

Stock: White 300gsm Tablex, recycled (preferably)

Artwork: Supplied as PDF files. The printer will need to add an electorate identifying colour strip (one PMS) at the top of each card (except for the Master Administrator e-voting cards which have no colour strips). Black text and a black QR code with alpha numeric code. The PMS colour will bleed, black will not.

Packing: QR codes are pre-poll location specific and each Pre-Poll Polling booth will be delivered packed in a box no more than 16 kg. The cards for each electorate will be banded in packs of 100 cards.

Quantity:

1. Belconnen (Early voting):

Quantity

Type 1: Brindabella: 650

Type 2: Ginninderra: 27,150

Type 3: Kurrajong: 2,150

Buying Goods and Services

Type 4: Murrumbidgee: 850

Type 5: Yerrabi: 8,000

TOTAL: 38,800

2. Chisholm (Early voting):

Quantity

Type 1: Brindabella: 18,900

Type 2: Ginninderra : 700

Type 3: Kurrajong: 1,000

Type 4: Murrumbidgee: 2,500

Type 5: Yerrabi: 1,400

TOTAL: 24,500

3. City (Early voting):

Quantity:

Type 1: Brindabella: 1,950

Type 2: Ginninderra: 3,400

Type 3: Kurrajong: 16,900

Type 4: Murrumbidgee: 3,100

Type 5: Yerrabi: 4,200

TOTAL: 29,500

4. City East (Early voting):

Quantity:

Type 1: Brindabella: 3,950

Type 2: Ginninderra: 6,550

Type 3: Kurrajong: 15,200

Type 4: Murrumbidgee: 5,200

Type 5: Yerrabi: 5,500

TOTAL: 36,400

5. Dickson (Early voting):

Buying Goods and Services

Quantity:

Type 1: Brindabella: 1,000

Type 2: Ginninderra: 6,850

Type 3: Kurrajong: 25,700

Type 4: Murrumbidgee: 1,000

Type 5: Yerrabi: 3,100

TOTAL: 37,650

6. Flynn (Early voting): -

Quantity

Type 1: Brindabella: 850

Type 2: Ginninderra: 13,350

Type 3: Kurrajong: 1,500

Type 4: Murrumbidgee: 850

Type 5: Yerrabi: 5,700

TOTAL: 22,250

7. Gungahlin North (Early voting)

Quantity:

Type 1: Brindabella: 500

Type 2: Ginninderra: 3,600

Type 3: Kurrajong: 1,500

Type 4: Murrumbidgee: 850

Type 5: Yerrabi: 24,300

TOTAL: 30,750

8. Gungahlin West (Early voting)

Quantity:

Type 1: Brindabella: 500

Type 2: Ginninderra: 3,400

Type 3: Kurrajong: 1,500

Buying Goods and Services

Type 4: Murrumbidgee: 850

Type 5: Yerrabi: 19,100

TOTAL: 25,350

9. Harrison (Early voting)

Quantity:

Type 1: Brindabella: 500

Type 2: Ginninderra: 3,500

Type 3: Kurrajong: 1,500

Type 4: Murrumbidgee: 850

Type 5: Yerrabi: 14,250

TOTAL: 20,600

10. Kippax (Early voting)

Quantity:

Type 1: Brindabella: 500

Type 2: Ginninderra: 17,000

Type 3: Kurrajong: 1,600

Type 4: Murrumbidgee: 850

Type 5: Yerrabi: 2,900

TOTAL: 22,850

11. Lanyon (Early voting)

Quantity:

Type 1: Brindabella: 25,700

Type 2: Ginninderra: 700

Type 3: Kurrajong: 750

Type 4: Murrumbidgee: 1,800

Type 5: Yerrabi: 700

TOTAL: 29,650

12. Manuka (Early voting)

Quantity:

Type 1: Brindabella: 3,350

Buying Goods and Services

Type 2: Ginninderra: 3,700

Type 3: Kurrajong: 22,200

Type 4: Murrumbidgee: 3,550

Type 5: Yerrabi: 2,800

TOTAL: 35,600

13. Tuggeranong (Early voting)

Quantity:

Type 1: Brindabella: 19,650

Type 2: Ginninderra: 700

Type 3: Kurrajong: 1,100

Type 4: Murrumbidgee: 6,000

Type 5: Yerrabi: 1,100

TOTAL: 28,550

14. Weston Creek (Early voting)

Quantity:

Type 1: Brindabella: 1,650

Type 2: Ginninderra: 1,500

Type 3: Kurrajong: 2,000

Type 4: Murrumbidgee: 24,200

Type 5: Yerrabi: 700

TOTAL: 30,050

15. Woden (Early voting)

Quantity:

Type 1: Brindabella: 2,000

Type 2: Ginninderra: 1,500

Type 3: Kurrajong: 5,200

Type 4: Murrumbidgee: 22,100

Type 5: Yerrabi: 1,100

TOTAL: 31,900

16. Spare 1: -

Buying Goods and Services

Quantity

Type 1: Brindabella: 10,000

Type 2: Ginninderra: 10,000

Type 3: Kurrajong: 10,000

Type 4: Murrumbidgee: 10,000

Type 5: Yerrabi: 10,000

TOTAL: 50,000

17. Spare 2: -

Quantity

Type 1: Brindabella: 10,000

Type 2: Ginninderra: 10,000

Type 3: Kurrajong: 10,000

Type 4: Murrumbidgee: 10,000

Type 5: Yerrabi: 10,000

TOTAL: 50,000

QR code quantities total by electorate

Brindabella: 101,650

Ginninderra: 113,600

Kurrajong: 119,800

Murrumbidgee: 94,550

Yerrabi: 114,850

TOTAL: 544,450

(2) Item 3 Timing and delivery dates are deleted and replaced with the following:

Item 3 Supplies are to be delivered in accordance with the following timetable:

Electoral Event	Printing Event	Date
Testing of security screen and scanner read	Test ballot papers produced	As soon as possible after contract signed.

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Testing of QR code scanners	Test QR codes produced	As soon as possible after contract signed.
Close of nominations for the election	Size of the ballot paper can be determined	Wednesday, 23 September 2020 12 noon
Nominations declared/ballot papers order determined	Production of final artwork and Robson Rotation files can commence Artwork to be prepared and delivered to printers - printing begins	Thursday, 24 September 2020 12 noon
Interstate voting commences on Monday 28 September.	First delivery of ballot papers to Elections ACT for interstate couriering. AND First delivery of pre-folded Declaration ballot papers	Friday, 25 September 2020 by 10am
Pre-poll voting commences on Monday 28 September	Next delivery of ballot papers, and pre-folded declaration ballot papers	Saturday 26 September by 12 noon
	Next delivery of ballot papers. All delivery of QR codes. QR codes can be delivered earlier (not dependent on close of nominations date)	No later than Sunday, 27 September 2020 by 12 noon
	Next delivery of ballot papers	Tuesday, 29 September by 12 noon
	Next delivery of ballot papers and remaining pe-folded Declaration ballot papers	Wednesday, 30 September by 12 noon
	All ballot papers have been delivered	No later than Tuesday, 6 October by 12 noon

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Polling Day		17 October 2020
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- (3) Item 4 Delivery location and instructions are added as follows:
- Item 4 Delivery location: 221 London Circuit, Canberra City
- (4) Item 5 The Contract price (including GST) set out in Attachment A – Supplier Quotation is deleted and replaced with the following
- Item 5 Revised Supplier Quotations provided on 16 September 2020 are attached. As per the revised quotes, the total cost of printing ballot papers is [REDACTED] (including GST) and the total cost for printing QR Quotes is [REDACTED] as per quantities set out in Item 1.

In order for these amendment/s to take effect, please indicate your agreement by signing and returning a scanned copy of this letter to the Territory by no later than 23 September 2020 at the following email address:

Rohan.Spence@act.gov.au

Upon executing the letter, the Territory will promptly return a fully executed copy to you.

Please note that there will be no legally enforceable change in relationship between the parties or additional payments made until the execution of this letter by a duly authorised officer of the Territory. Please also note that the party who signs the letter last is the party that dates the letter; **do not** date the letter when signing.

If you have any queries in relation to this variation, please contact your Territory Contract Manager.

Yours sincerely

[REDACTED]

Rohan Spence, Deputy Electoral Commissioner

Territory Contract Manager

18/9/20

Date

Buying Goods and Services

The Contractor agrees to the variation/s described in this letter:

SIGNED for and on the behalf of CanPrint
Communications ABN 65 079 915 932

Signature of director/authorised
officer/individual

Print name

in the presence of:

Signature of director/secretary/witness

Signature of second authorised officer*

Print name

Print name and position

SIGNED AS A CONTRACT ON.....

18 Sept 20

SIGNED for on behalf of the
AUSTRALIAN CAPITAL TERRITORY

in the presence of:

Signature of Territory delegate

Rohan Spence

Print name

Signature of witness

Jana Sekha
Print name



Canberra Mailing & Envelopes

PO Box 4021 Yerrabi ACT 2569
18 Hyang Street Yerrabi ACT 2568
Email: enquiries@canprint.com.au
Phone: 02 6295 4501
Fax: 02 6295 4503
ABN: 61 016 25 822

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Quote No: 217746

16-Sep-2020

Jiv Sekhon
Elections ACT
Directorate of JACS
PO Box 272
Civic Square, ACT, 2608



Proudly Printed
In Australia

Dear Jiv,

We have pleasure in submitting the following quotation for your consideration.

Title	2020 Election QR codes		
Comprising	2pp Card - multiple kinds (5 electorates, multiple pre poll sites) with QR codes		
Finished Size	90 x 52mm portrait		
Paper Stock	- Cover	300g Uncoated Board	
Ink & Embellishments	- Cover	digital colour two sides	
Binding	Trim, band in 100's, pack for 15 Pre Poll locations and Electorate quantities specified		
	QR Quantities:		
	Brindabella - 101,650		
	Ginninderra - 113,600		
	Kurrajong - 119,800		
	Murrumbidgee - 94,550		
	Yerrabi - 114,850		
	Total - 544,450		
Delivery	1 ACT		

Quantity	Price	Plus GST	Total
544450	██████████	██████████	██████████

This quotation is subject to our standard Terms and Conditions available at www.canprint.com.au. All prices are subject to sight of supplied materials, and are valid for a thirty (30) day period, and may be subject to alteration after that time.

Trading terms require payment 30 days from invoice date.

Please quote this Quotation No. 217746 with any correspondence

Continued on Page 2...

Yours sincerely,



David Thorpe
Canberra Mailing and Envelopes