



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

---

Legislative File No: 2021-0230

**TO:** Mayor and City Council Members  
**FROM:** Leanne Scott, City Clerk  
**DATE:** June 21, 2021  
**SUBJECT:** Election Equipment Maintenance Agreement

---

**REQUEST:**

City Council is requested to provide purchase authorization for a five (5) year maintenance agreement for the City's election tabulators, accessible voting devices, and high speed AV tabulators in the amount of \$338,544.00 to Hart InterCivic, Austin, Texas.

City Council is requested to waive Section 2-273(b) the 3-year requirement for long term contracts, under Section 2-281, which allows City Council the authority to waive any regulation or procedure pertaining to purchasing, deeming it to be in the best interest of the City to allow a 5-year contract.

**REASON FOR PURCHASE:**

In 2017, the City brought forward a purchase request for new election equipment. It was explained that a team of Michigan Bureau of Elections staff, local election officials, and purchasing agents from the Secretary of State's Office and the Michigan Department of Technology, Management, and Budget reviewed the proposals and equipment before recommending approval of a contract for three (3) designated vendors. Elections staff sought extensive feedback about the systems from local election officials and advocates for Michigan voters with disabilities. Each County Clerk was then tasked with selecting their vendor or choice for all CVT's in their County. Oakland County selected Hart InterCivic and the City subsequently was required to purchase equipment provided by Hart InterCivic.

The new equipment was paid for with assistance of the federal Help America Vote Act (HAVA). The initial equipment (not including the additional back-up machines, high speed tabulators, and additional equipment needed) purchase and hardware/software maintenance (years 1-5) was covered by the grant funding. The County identified that after year five (5) of the hardware/software maintenance agreement that each entity would be required to pay for future years coverage. Hart InterCivic has provided the City with the cost for hardware and software support and maintenance for years 6-10 and has indicated that if the City pays for all five (5) years up front they will receive a 10% discount off the price. Based on the cost of the support and maintenance the City feels it is in its best interest to pay the full amount in order to receive the discount as it provides significant savings to the City by doing so.

The waiver of the 3-year requirement for long term contracts is being requested in order to complete this transaction, and is only done so when it is identified to be in the best interest of the City. The City is very mindful when requesting the waiver, and has only done it under limited circumstances when there is significant financial benefit to the City and its residents in doing so. Some examples would be with our EMS billing provider services, print management services contract, maintenance service contracts for patient transport cots, and solid waste contract. The City is able to realize savings by contracting for an extended period of time and is recommending to take advantage of those savings.

**PROCESS:**

**Vendor Name and Address:**

Hart InterCivic  
15500 Wells Port Dr  
Austin, TX 78728

**Reason for Selection:**

Proprietary Equipment/County Designated Equipment

**Method of Purchase:**

Purchase Order

**BUDGET:**

If approved by City Council, Fiscal shall present a 2<sup>nd</sup> Quarter 2021 Budget Amendment to include the annualized cost of the 5-Year maintenance contract in the FY 2021 Budget, and shall incorporate into the FY 2022+ Elections Division Budget.

Fund Name	Department Account No	Account No. Description	5-Year Budget Amount	5-Year Cost	5-Year Remaining Budget
General Fund - Elections	191.932000	Maintenance: Equipment	\$22,500	\$338,544	(\$316,044)

**RECOMMENDATION:**

It is recommended that City Council provide purchase authorization for a five (5) year maintenance agreement for the City’s election tabulators, accessible voting devices, and high speed AV tabulators in the amount of \$338,544.00 to Hart InterCivic, Austin, Texas.

City Council is requested to waive Section 2-273(b) the 3-year requirement for long term contracts, under Section 2-281, which allows City Council the authority to waive any regulation or procedure pertaining to purchasing, deeming it to be in the best interest of the City to allow a 5-year contract.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney       Yes       N/A