



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2020-0249

TO: Mayor and City Council Members
FROM: Tina Barton, City Clerk
DATE: July 13, 2020
SUBJECT: Contract for Miscellaneous Election Printing & Addressing (Not Ballots)

REQUEST:

City Council is requested to authorize an increase of \$15,000 to the existing blanket purchase order for miscellaneous election printing & addressing (not ballots) from Printing Systems Inc. for a new total amount not-to-exceed \$40,000 through January 31, 2021.

REASON FOR PURCHASE

The City of Rochester Hills Purchasing Division solicited quotes utilizing the MITN system from election printing service companies to provide all miscellaneous election printing and addressing services for the City's elections and awarded to Printing Systems, Inc. of Taylor, Michigan.

A blanket purchase order was issued for \$25,000 with Printing Systems Inc. in February of 2020 and is set to expire January 31, 2021 with two remaining one year renewals. The annual costs of printing and addressing of election material (not ballots) has historically fallen below the threshold for City Council approval; however for the upcoming elections the cost is more than expected and \$15,000 in additional funds are needed and require Council approval to continue services until January 31, 2021. The additional costs are attributed to an increase in absent voter ballots requested and all of the supplies related to fulfilling those requests. We have currently surpassed the November 2016 election in the number of absentee ballots requested/issued. We are still receiving a few hundred requests each day. As you are aware, Secretary Benson sent absent voter ballot applications to all registered voters. Additionally, the passage of Proposal 18-3 allows any qualified voter to receive an absent voter ballot without reason. When you add a pandemic to all of this, the absent voter ballot numbers are exponentially increasing. This requires more envelopes, secrecy sleeves, instructions, etc. than we have ever ordered before or could have projected.

PROCESS:

Vendor Name and Address:

Printing Systems, Inc.
12005 Beech Daly
Taylor, MI 48180

Reason for Selection:

Low Responsive Responsible Quote

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2020 Adopted Budget. If approved by City Council, a 2nd Quarter Budget Amendment will be forthcoming to increase the expense.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	191.900000	Printing & Publishing	\$25,000	\$40,000	(\$15,000)

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize an increase of \$15,000 to the existing blanket purchase order for miscellaneous election printing and addressing (not ballots) to Printing System, Inc. for a new total amount not-to-exceed \$40,000 through January 31, 2021.

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