



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org**

Legislative File No: 2007-0858

TO: Mayor and City Council Members
FROM: Jane Leslie, Clerk
DATE: December 4, 2007
SUBJECT: Agreement with Oakland County for Ballot Layout & Programming Services

REQUEST:

To approve the Agreement with Oakland County for Ballot Layout & Programming Services.

REASON FOR PURCHASE:

This past year the Oakland County Clerk's Office, Elections Division has offered ballot layout and programming for the municipalities of the County for all elections. We have paid \$300.00 each for the September and November Elections in 2007 for these services. All jurisdictions in Oakland County use the same election equipment. As the school elections are now under the jurisdiction of the County Clerk and the municipalities, it is in the best interest of all those involved in conducting elections to have a unified format for programming for elections as we all report election information and results to the County electronically.

Oakland County's proposed cost of \$300.00 per election is a far more cost effective charge than any others can provide. If we were to have the election programming companies quote for the service, we would receive charges averaging \$2,500.00 per election and results might not provide uniform reporting abilities. The Clerk's Office was previously able to provide "in house" election programming/coding for the previous election equipment. The new election programming requirements for our election equipment is more complicated and requires the extra programming for ballot layout. This is a more time consuming process and not very cost effective for city staff to provide, as it would require extra overtime. The County's proposal provides a cost savings as they are producing ballot programming and layout for all jurisdictions at the same time.

At this time, Oakland County is asking that we enter an agreement with them to define the responsibilities of all involved. The Purchasing Division and the City Attorney, John Staran have reviewed the proposal and find no objections.

PROCESS:

Vendor Name and Address:

Oakland County, 1200 North Telegraph Rd., Pontiac, MI 48341

Reason for Selection:

Lowest cost

Method of Purchase:

By the Agreement

BUDGET:

We have completed usage for 2007 and will be using this agreement from this date forward. The first use under the agreement will occur in 2008.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General	191.801000	Professional Services	\$300.00 per election	Maximum of \$1200.00 per year with the possibility of conducting 4 Elections	\$4000.00 in the 2008 Budget for all professional services for Elections

RECOMMENDATION:

To approve entering into the Agreement for Ballot Layout and Programming Services Between Oakland County and the City of Rochester Hills

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		