



**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: 2007-0859

TO: Mayor and City Council Members
FROM: Jane Leslie, Clerk 2461
DATE: December 4, 2007
SUBJECT: Increase in Blanket Purchase Order for Printing Systems, Inc.

REQUEST:

That City Council approves the request for a new not to exceed amount for the Blanket Purchase Order for Printing Systems, Inc. from \$23,566.00 to \$33,000.00.

REASON FOR PURCHASE:

Printing Systems was awarded a Blanket Purchase Order to provide materials for the Election Division of the Clerks Office. The purchase order is used to purchase items such as ballots, precinct kits, poll books, absent voter ballot applications, absent voter ballot envelopes, as well as the regular voter forms for daily activities of voter registration. The original blanket was issued for \$23,566.00 for the 2007 budget year.

Due to the changing of the Presidential Primary date from February to January and the ruling from the Supreme Court that the election can go forward, supplies must be purchased in December of 2007 that will require an increase to the current blanket. The other change that necessitates notice to voters is from a Court of Appeals ruling that states that clerks may not send absent voter applications automatically to voters. Voters must now make their request for each election. The Michigan Department of State, Bureau of Elections has advised that it would be prudent for us to give notice of the change to the voters who have been receiving applications automatically. These voters will be given an opportunity to be placed on a permanent list for future elections. The City Attorney, John Staran concurred with this recommendation. As such, we will be sending notices in December.

For some of these expenses, we will be reimbursed by the State of Michigan. The reimbursement will be sometime in 2008. It will include items such as the absent voter ballot applications, ballot envelopes, and postage used for the Presidential Primary.

PROCESS:

The original blanket order was processed through the quote procedure as it totaled less than \$25,000. Printing Systems was selected as they could provide all materials requested at the lowest price. They are also the printer who is printing ballots and providing supplies for Oakland County Elections Division.

Vendor Name and Address:

Printing Systems, 12680 Delta Drive, Taylor, MI 48180

Reason for Selection:

Lowest cost, qualified printer, as well as past quality and dependable experience.

Method of Purchase:

Blanket Purchase Order

BUDGET:

Does not exceed the budgeted amount

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General	191.740000	Operating Supplies	\$38,580	\$33,000	\$5,580

RECOMMENDATION:

Recommend approval of an increase to the Blanket Purchase Order in amount of \$23,566.00 for a new not-to-exceed amount of \$33,000.00 for Printing Systems, Inc.

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