



**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: 2011-0025

TO: Mayor and City Council Members
FROM: Jane Leslie, Clerk 2461
DATE: 1/5/2011
SUBJECT: Ballot Layout & Programming Services Agreement with Oakland County

REQUEST:

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

REASON FOR PURCHASE:

This request is for approval of the service that will provide ballot layout and programming that are required to enable electronic voting machines to read election ballots. The city's previous agreement with Oakland County was for three years that began in 2007. This proposed agreement is also for a three-year period for 2011 through 2013. These services provide for uniform election preparation and reporting for all federal, state, county, and local elections on a countywide basis. This provides cost savings to municipalities and school districts throughout the county.

The County's proposed agreement maintains the same fee of \$300 per election for these services as the previous agreement. There are four regular election dates allowed by Election Law for the potential fee of \$1,200 per year for these services. The City, however, averages two elections per year for a total expected expenditure of \$600 per year or a total of \$1,800 for three years. The agreement provides a cost effective means for service as well as providing the city the means for efficient election equipment preparation.

This agreement has been reviewed and approved as to form by the City Attorney, John Staran and the Purchasing Division.

PROCESS:

Vendor Name and Address:

Oakland County Clerk, 1200 N. Telegraph Rd., Pontiac, MI 48341

Reason for Selection:

Lowest Cost

Method of Purchase:

By the Agreement

BUDGET:

Professional services are budgeted. The agreement will be in effect from 2011 through 2013.

| 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 per year with the possibility of 4 elections | \$4,000.00 total Professional Services budget for 2011 |
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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 | | |