



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: 2024-0034

**TO:** Mayor and City Council Members  
**FROM:** Leanne Scott, City Clerk  
**DATE:** January 22, 2024  
**SUBJECT:** Logic & Accuracy Testing Services

---

**REQUEST:**

City Council is requested to authorize the issuance of a contract / blanket purchase order for the 2024 logic and accuracy testing services for voting machines to Election Source, Inc., 4615 Danvers Dr. S.E., Grand Rapids, MI 48512 for an amount not-to-exceed \$37,500.00.

**REASON FOR PURCHASE:**

Election equipment is required to be tested in accordance with the guidelines issued by the State. It includes testing the all of the tabulators and voter assist terminals (VAT - ADA devices) prior to each election. The cost of the testing will vary based on the complexity of the ballot, the number of ballot styles, as well as the number of tabulators and VAT's being utilized for that election.

The City of Rochester Hills Purchasing Division solicited proposals utilizing the MITN system from election service companies to provide all logic and accuracy testing services on the City's voting machines. Thirty-three vendors were notified of the solicitation, but only one submitted a proposal. Only one proposal was received and reviewed by an evaluation committee consisting of staff from the Clerks Office. Election Source is recommended for award based on their experience and qualifications, capacity to perform the work, comprehensive proposal response, and experience with the City's election equipment. Purchasing conducted research and determined Election Source's pricing is fair and reasonable in today's market and when compared to the vendor's pricing from the last solicitation in 2018, there is only a slight increase (2.5% per year) in the per test rate.

Election Source, Inc. has performed these services satisfactory in the past for at least 10 years and it is recommended for the renewal award.

**PROCESS:**

**Vendor Name and Address:**

Election Source  
4615 Danvers Dr. S.E.  
Grand Rapids, MI 49512

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2024 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	191.801000	Election – Professional Services	\$37,500	\$37,500	\$0

**RECOMMENDATION:**

It is recommended that City Council authorize contract / blanket purchase order for 2024 logic and accuracy testing services for voting machines to Election Source, Inc. in the amount not-to-exceed \$37,500.00 and further authorize the Mayor to execute a contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney       Yes       N/A