



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2016-0224

TO: Mayor and City Council Members
FROM: Tina Barton, City Clerk
DATE: June 6, 2016
SUBJECT: Purchase Authorization for Election Voting Booth Equipment

REQUEST:

City Council is requested to authorize the purchase of Election Voting Booth Equipment to Miller Consultations & Elections dba ElectionSource, Grand Rapids, Michigan for a total cost not-to-exceed \$40,410.00.

REASON FOR PURCHASE:

The Clerk's Office is seeking to replace the current voting booths which were purchased over 30 years ago and were designed for punch card ballot voting. Besides being heavy and cumbersome to assemble, the legs continually fall out when the election workers are setting them up for use. Many of these older booths no longer have working lights which poses a problem in many precincts that are located within school gymnasiums and churches which are often dimly lit even during daylight hours due to the lack of windows allowing for natural light.

The new Boolee voting booths are made of aluminum and are light and easy to assemble. There are no removable parts. This is a significant fact when the majority of our election workers are over the age of 65. Included in the purchase are separate clip-on lights which can be individually replaced should they fail in the future and storage stands (that hold up to six booths each) to ensure the booths are protected from potential damage and increase their longevity. The storage stands will also make the transporting of the booths back and forth to the precincts more manageable.

The City's Purchasing Division issued a Request for Proposal (RFP) for the purchase of Election Voting Booth Equipment, including booths, lights and storage stands, utilizing the MITN system. Two responsive responsible proposal responses were received and evaluated by the Clerks Office in accordance with the solicitation. Miller Consultations & Elections dba ElectionSource was selected as offering the best value for the City, including qualifications, capacity and lowest cost. It is recommended the award for the Voting Booth Equipment be made to Miller Consultations & Elections dba ElectionSource in the amount of \$40,410.

PROCESS:

Vendor Name and Address:

Miller Consultations & Elections dba ElectionSource
4615 Danvers Drive S.E.
Grand Rapids, MI 49512

Reason for Selection:

Best Value

Method of Purchase:

Purchase Order

BUDGET:

A budget adjustment will be forthcoming in the fourth quarter. The \$410 budget overage will be adjusted from Election's operating supplies.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	191.748000	Operating Equipment	40,000.00	40,410.00	(410.00)

RECOMMENDATION:

It is recommended that City Council authorize issuance of a purchase order for the purchase of Election Voting Booth Equipment from Miller Consultations & Elections dba ElectionSource, Grand Rapids, Michigan in the amount not-to-exceed \$40,410.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		