



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)

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Legislative File No: 2024-0442

**TO:** Mayor and City Council Members

**FROM:** Leanne Scott, City Clerk

**DATE:** September 23, 2024

**SUBJECT:** Election Ballot Printing

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**REQUEST:**

City Council is requested to authorize the issuance of a blanket purchase order for Election Ballot Printing to Printing Systems, Inc., 12005 Beech Daly, Taylor, MI 48180 for an amount not-to-exceed \$45,000.

**REASON FOR PURCHASE:**

The County of Oakland has designated and awarded the Ballot Printing to Printing Systems, Inc., 12005 Beech Daly, Taylor, MI 48180 for County elections. The amount of ballots needed this year for Elections is estimated to be \$45,000 and requires City Council approval.

**PROCESS:**

**Vendor Name and Address:**

Printing Systems, Inc.  
12005 Beech Daly  
Taylor, MI 48180

**Reason for Selection:**

Single Source

**Method of Purchase:**

Blanket Purchase Order

**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	191.900000	Printing & Publishing	\$45,000	\$45,000	\$0

**RECOMMENDATION:**

It is recommended that City Council authorize blanket purchase order for Election Ballot Printing to Printing Systems, Inc. of Taylor, MI in the amount not-to-exceed \$45,000.

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