

September 27, 2005

To: John Szerlag, City Manager

From: John M. Lamerato, Assistant City Manager/Finance and Administration
Jeanette Bennett, Purchasing Director
Tonni L. Bartholomew, City Clerk

Subject: **Agenda Item:** Bid Waiver- Informal Quotes – Election Material Printing Services

RECOMMENDATION

City management is requesting to waive the formal bid process for the printing of election supplies and that the printing be awarded to PSI, Printing Systems, Inc., 12680 Delta Drive, Taylor, MI 48180 in an estimated amount of \$11,426.00.

BACKGROUND

The City Clerk's Office, as a matter of procedure, has secured quotes from three vendors specializing in election materials in the State of Michigan. The purchases in past years have regularly fallen below the threshold for obtaining formal bids. Due to the enactment of Election Consolidation with the City overseeing school elections and an increase in the number of absentee ballots, election supply usage have increased over past election cycles. In the process of preparing for the City Regular General Election, it was discovered, that election-printing orders potentially will cross the minimum bid amount. Quotes have been secured from at least three vendors. The lowest quote was selected and products ordered for initial printing supplies. Due to the lateness of this discovery and an urgent need to proceed with the ballot printing, a bid waiver is requested for the ballot purchase. The lowest qualified printer is selected to receive the quote. Printing will begin immediately upon award. The lowest quote submitted involved the usage of a non-State of Michigan approved printer and therefore the quote was not selected. Copies of the State of Michigan approved M-100 ballot printers and the responses we received to our request for quotes are attached.

BUDGET

Funds for these purchases are available in the City Clerk's Election account 192.7901.

Prepared by: Tonni Bartholomew, City Clerk

G:/Purchasing Resolutions/Bid Waiver – Election Printing Services.05.10.doc

CITY OF TROY
 CITY CLERK
 CONTACT: Barbara Holmes
 PHONE: (248) 524-3316
 FAX: (248) 524-1770

ELECTION SUPPLY QUOTES-SUMMARY

VENDOR				TOTAL PRINTING COSTS
PRINTING SYSTEMS, INC.:	AV/Inside	AV/Outside	Ballots	
QTY:	30,000	25,000	QTY: 35,440	
		\$86.00/M	0.175/each	\$6,202.00
	\$77.00/M		Folding of 10,300 AV Ballots	\$309.00
Estimated Shipping:	\$120.00	\$110.00	Estimated Shipping:	\$225.00
ESTIMATED TOTAL:	\$2,430.00	\$2,260.00	\$6,736.00	\$11,426.00
ELECTION SYSTEMS & SOFTWARE:				
	AV/Inside	AV/Outside	Ballots	
QTY:	30,000	25,000	QTY: 35,400	
		\$210.00/M	0.22/each	\$7,796.80
	\$200.00/M		Folding of 10,300 AV Ballots	0.00
Estimated Shipping:	\$120.00	\$110.00	Included as per State Contract	\$0.00
ESTIMATED TOTAL:	\$6,120.00	\$5,360.00	\$7,796.80	\$19,276.80
FIDLAR ELECTION COMPANY:				
ITEMS	AV/Inside	AV/Outside	Ballots	
QTY:	30,000	25,000	35,400	
	NO BID		NO BID	
				\$0.00
MILLER CONSULTATIONS & ELECTIONS, INC.:				
	AV/Inside	AV/Outside	Ballots	
QTY:	30,000	25,000	QTY: 35,400	
VENDOR NOT CERTIFIED IN STATE CONTRACT FOR BALLOT PRINTING		\$135.50/M	0.14/each	\$4,961.60
	\$143.36/M		Folding of 10,300 AV Ballots	0.00
Estimated Shipping:	\$120.00	\$110.00	Estimated Shipping:	\$225.00
ESTIMATED TOTAL:	\$4,420.80	\$3,497.50	\$5,186.60	\$13,104.90

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ELECTION SUPPLY QUOTES-AV Envelopes: Inside Outside

VENDOR	AV ENVELOPES OUTSIDE & INSIDE IMPRINTED								
	ELECTIONS: NOVEMBER 8, 2005 & MAY 2, 2006								
	Self-sealing gummed envelopes for outside envelopes.								
120026	PRINTING SYSTEMS, INC.:	ITEMS							
12680 Delta Dr.	QUANTITY:		30,000	25,000	20,000	15,000	10,000	5,000	
Taylor, MI 48180		AV Imprinted Outside Envelopes	\$85.00/M	\$86.00/M	\$87.75/M	\$90.50/M	\$93.50/M	\$103.50/M	
800-95-12345 ext. 226		AV Imprinted Inside Envelopes	\$77.00/M	\$78.50/M	\$80.50/M	\$82.50/M	\$85.50/M	\$98.50/M	
Fax: 734-946-1115		Estimated Shipping:	\$120.00	\$110.00					
Ed Stevens		ESTIMATED TOTAL:	\$2,430.00	\$2,260.00					
ed@printingsystems.us									
106111	ELECTION SYSTEMS & SOFTWARE:	ITEMS							
11208 John Galt Blvd.	QUANTITY:		30,000	25,000	20,000	15,000	10,000	5,000	
Omaha, NE 68137		AV Imprinted Outside Envelopes	\$210.00/M	\$210.00/M	\$210.00/M	\$210.00/M	\$210.00/M	\$210.00/M	
1-877-377-8683		AV Imprinted Inside Envelopes	\$200.00/M	\$200.00/M	\$200.00/M	\$200.00/M	\$200.00/M	\$200.00/M	
Fax: 402-970-1285		Estimated Shipping:	\$120.00	\$110.00					
Bridget Sheehan		ESTIMATED TOTAL:	\$6,120.00	\$5,360.00					
besheehan@essvote.com									
100303	FIDLAR ELECTION COMPANY:	ITEMS							
6255 Technology Ave.	QUANTITY:		30,000	25,000	20,000	15,000	10,000	5,000	
Kalamazoo, MI 49009-8143		AV Imprinted Outside Envelopes	NO BID						
269-544-3600		AV Imprinted Inside Envelopes							
Fax: 800-884-9258 Dottie/Tim									
Allshouse									
Cell: 517-403-0088 (Tim)									
131641	MILLER CONSULTATIONS & ELECTIONS, INC.:	ITEMS							
	QUANTITY:		30,000	25,000	20,000	15,000	10,000	5,000	
		AV Imprinted Outside Envelopes	\$134.89/M	\$135.50/M	\$145.35/M	\$146.70/M	\$174.94/M	\$231.52/M	
231-869-4349		AV Imprinted Inside Envelopes	\$143.36/M	\$144.54/M	\$154.30/M	\$156.38/M	\$176.40/M	\$233.10/M	
Fax: 231-869-5091		Estimated Shipping:	\$120.00	\$110.00					
Barry Miller		ESTIMATED TOTAL:	\$4,420.80	\$3,497.50					
bmillerMCE@Charter.net									

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ELECTION SUPPLY QUOTES-BALLOTS

VENDOR	BALLOTS		
	ELECTION: NOVEMBER 8, 2005		
	M-100 Ballots-Top Stub		
	8 ballot styles, 18" - 2-sided		
	Camera Ready - 80 lb. Opaque		
	Zero Dirt Content		
120026	PRINTING SYSTEMS, INC.:	QUANTITY	COST
12680 Delta Dr.	BALLOT QUANTITY-Precincts:	32,700 @ 0.175/each	\$5,722.50
Taylor, MI 48180	BALLOT FOLDING for AV Ballots:	Folding of 10,300 AV Ballots	\$309.00
800-95-12345 ext. 226	SAMPLE Ballots:	640 Sample Ballots @ 0.175/each	\$112.00
Fax: 734-946-1115	TESTING & CODING Ballots:	2,100 Test Ballots @ 0.175/each	\$367.50
Ed Stevens	SHIPPING:	Estimated UPS delivery	\$225.00
ed@printingsystems.us		ESTIMATED TOTAL:	\$6,736.00
106111	ELECTION SYSTEMS & SOFTWARE:	QUANTITY	COST
11208 John Galt Blvd.	BALLOT QUANTITY-Precincts:	32,700 @ 0.22/each	\$7,194.00
Omaha, NE 68137	BALLOT FOLDING for AV Ballots:	Folding of 10,300 AV Ballots	\$0.00
1-877-377-8683	SAMPLE Ballots:	640 Sample Ballots @ 0.22/each	\$140.80
Fax: 402-970-1285	TESTING & CODING Ballots:	2,100 Test Ballots @ 0.22/each	\$462.00
Bridget Sheehan	SHIPPING:	Included as per Michigan contract	\$0.00
besheehan@essvote.com		ESTIMATED TOTAL:	\$7,796.80
100303	FIDLAR ELECTION COMPANY:	QUANTITY	COST
6255 Technology Ave.	BALLOT QUANTITY-Precincts:	32,700	NO BID PER PHONE CONVERSATION W/TIM ALLSHOUSE
Kalamazoo, MI 49009-8143	BALLOT FOLDING for AV Ballots:	Folding of 10,300 AV Ballots	
269-544-3600	SAMPLE Ballots:	640 Sample @ 0.xx/each	
Fax: 800-884-9258	TESTING & CODING Ballots:	2,100 Test Ballots @ 0.xx/each	
Dottie/Tim Allshouse	SHIPPING:	Estimated UPS delivery	
Cell: 517-403-0088 (Tim)			
131641	MILLER CONSULTATIONS & ELECTIONS, INC.:	QUANTITY	COST
	BALLOT QUANTITY-Precincts:	32,700 @ 0.14/each	\$4,578.00
231-869-4349	BALLOT FOLDING for AV Ballots:	Folding of 10,300 AV Ballots	\$0.00
Fax: 231-869-5091	SAMPLE Ballots:	640 Sample Ballots @ 0.14/each	\$89.60
Barry Miller	TESTING & CODING Ballots:	2,100 Test Ballots @ 0.14/each	\$294.00
bmillerMCE@Charter.net	SHIPPING:	Estimated UPS delivery	\$225.00
	NOTE: Vendor not certified per State contract	ESTIMATED TOTAL:	\$5,186.60