



CITY COUNCIL AGENDA ITEM

Date: November 18, 2015

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
M. Aileen Dickson, City Clerk

Subject: Bid Waiver - Printing of Election and Voter Registration Materials

History

- Michigan Election Law mandates the City Clerk's Office to provide election and voter registration related materials to voters during election cycles and throughout the year.
- Materials include ballots, voter identification cards, absentee voter ballot envelopes and secrecy sleeves, absentee voter ballot applications, voter registration applications, and voter notice postcards.
- The State of Michigan requires that printed election materials adhere to state standards. Currently only one company is able to consistently provide the City of Troy with our volume of customized materials that meet standards and processing requirements.
- The State of Michigan and Oakland County contract with Printing Systems, Inc. for ballot printing, and therefore require the City of Troy to also purchase from Printing Systems, Inc. for school district, countywide or larger elections. The City of Troy utilizes Printing Systems, Inc. via Oakland County during those elections to provide additional services such as ballot folding for these elections.
- The current contract expires December 31, 2015.

Purchasing

- The annual expenditures for election and voter registration materials is detailed below:

Calendar Year	Annual Expenditures
2012	\$25,194
2013	\$19,195
2014	\$15,667
2015	\$7,690
2016	\$15,277

- Note that annual election and voter registration materials vary by year and expenditures are higher for Presidential Election years; which includes the expense of materials for the Presidential Primary, State Primary and the Presidential Election. 2016 expenditures will be similar to 2012. 2015 expenditures were low because there was only a State Special Election and a City General Election that year.
- Printing Systems, Inc. has consistently offered the lowest quote on all election and voter registration materials as per the State of Michigan and the Oakland County contract.



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Financial

Funds are budgeted for this expenditure in the Elections Printing Account.

Recommendation

City Management and the City Clerk's Office are requesting a waiver of the formal bid process for the period of three (3) years for the printing of election and voter registration materials, to include ballots, voter registration materials, and absentee voter ballot materials from *Printing Systems, Inc., Taylor, MI*; one of the only authorized election printing companies in Michigan as per the State of Michigan and Oakland County Contract. The estimated total expenditures per fiscal year are \$40,000.00; which includes approximately 60,000 absentee voter ballot envelopes, 20,000 voter cards or mailers, 30,000 absentee voter ballot applications, and all ballots for local elections.