



CITY COUNCIL ACTION REPORT

July 21, 2008

TO: Phillip L. Nelson, City Manager

FROM: Tonni L. Bartholomew, City Clerk

SUBJECT: Bid Waiver – Printing of Election and Voter Registration Materials

Background

- 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 adherence to printing standards that currently only one company is able to consistently provide the City of Troy with materials that meet standards and are customized with specific Troy information and processing requirements to accommodate the volume of forms required.
- 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.

Financial Considerations

- Printing Systems, Inc. consistently offers the lowest quote on all election and voter registration materials.

Legal Considerations

- If formal bidding procedures are waived, no benefit would be derived from soliciting formal bids.

Policy Considerations

- Elections and Voter Registration are statutorily required functions of the City Clerk's Office; no perceived policy consideration outcome statement.

Options

- City Management and the City Clerk's Office are requesting a waiver of the formal bid process 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. The estimated total expenditures for fiscal year 2008-2009 are \$40,000.00, which includes 60,000 absentee voter ballot envelopes, 28,000 voter identification cards, and 20,000 absentee voter ballot applications.