



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

  
**CITY COUNCIL AGENDA ITEM**

Date: November 19, 2024

To: Frank Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager  
Rob Maleszyk, Chief Financial Officer  
Emily Frontera, Purchasing Manager  
Kyle Vieth, Controller  
M. Aileen Dickson, City Clerk

Subject: Request to Affirm Purchase of Early Voting Postcard

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**History**

In anticipation of the November Presidential Election, the City Clerk worked with the City Manager's Office to prepare updated "Vote Your Way" postcards, and obtain quotes from printing companies. After considering quotes, the City Clerk chose the vendor offering the lowest quote, PrintMasters of Madison Heights, MI, to print and mail postcards to all voter households in Troy.

The City Clerk's Office budgeted for the printing and mailing of the postcards prior to the November election. However, the postage costs for the early voting postcard exceeded \$9,000 when the invoice was received in October. Therefore, City Management is requesting that City Council affirm the printing and postage costs of the Vote Your Way postcard.

**Purchasing**

The printing and mailing of the Vote Your Way postcard is budgeted, but due to unexpected postage costs causing the invoice total to exceed \$10,000, it is necessary for City Council to affirm the purchase amount of \$12,361.81 paid to PrintMasters of Madison Heights, MI.

**Financial**

Funds for the Vote Your Way postcard printing and postage are budgeted and available in the General Fund for Elections and charged to Elections-Printing 101.262.901 and Elections-Postage 101.262.730.

**Recommendation**

City Management requests that City Council affirm the printing and mailing of the Vote Your Way postcards from *PrintMasters of Madison Heights, MI* for a total cost of \$12,361.81.



**MORE WAYS**

★ ★ ★ **TO** ★ ★ ★

**VOTE**



**PrintMasters**  
PRINTING COMPANY

# QUOTATION

QUOTE NO.

129615

**MAILING SERVICES \$1195.00**  
**POSTAGE ADDITIONAL**

**October 02, 2024**

**To: COURTNEY**  
**Account: CITY OF TROY**  
**500 W. BIG BEAVER RD**  
**TROY, MI 48084**  
**Phone: 248.315.0900**

**Description: VOTING POSTCARDS 4/4**  
**6 X 9 W/ BLEEDS**

**Finish Size: 6.0000 x 9.0000**

**Proofing: COLOR PROOF HI RES**

**Paper: 100# EUROART GLOSS COVER/IN STOCK WHITE**

**Ink: 4 COLOR PROCESS & FLOOD GLOSS AQUEOUS**  
**Bindery: CUT TO 6 X 9**

**Shipping: Customer Pickup**

<b>Quantity</b>	<b>Total Price</b>	<b>Price/1000</b>
<b>33,000</b>	<b>1,880.00</b>	<b>56.97</b>



# PrintMasters

PRINTING COMPANY

26039 Dequindre

Madison Heights, MI 48071

Tel: (248) 548-7100 • Fax: (248) 548-7102

INVOICE NO.

217581

TO

CITY OF TROY  
500 W. BIG BEAVER RD  
TROY, MI 48084

SHIP TO

CITY OF TROY  
500 W. BIG BEAVER RD  
TROY, MI 48084  
248.315.0900

ACCOUNT NO.	ORDERED BY	PURCHASE ORDER	SHIP VIA	DATE SHIPPED	TERMS	INV. DATE
5245	COURTNEY		OUR TRUCK	10-10-2024	NET 30 DAYS	10-10-2024

QTY. ORDERED	QTY. SHIPPED	DESCRIPTION	UNIT PRICE	AMOUNT
29500	29500	VOTING POSTCARDS	1,840.00	1,840.00
		MAILING SERVICE	1,060.00	1,060.00
		POSTAGE	9,461.81	9,461.81

### WE PRINT ON PAPER:

Business Cards  
Flyers  
Brochures  
Stationery  
Scratch Pads  
Sales Forms

Letterheads  
Special Promotion Packages  
Insert & Mail  
Carbon Snap-outs  
Carbonless Forms  
Computer Paper

Envelopes  
Tickets  
Tags  
Invoices  
Membership Cards  
Labels

Padded Forms  
Purchase Orders  
Statement Systems  
Presentation Folders  
Software Compatible Forms

Please Pay  
This Amount



<b>SUBTOTAL</b>	\$12,361.81
<b>SALES TAX</b>	\$0.00
<b>SHIPPING</b>	\$0.00
<b>TOTAL</b>	\$12,361.81

**Thank you for your Business!**