

## © 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

### **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

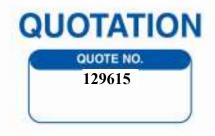
City Management requests that City Council affirm the printing and mailing of the Vote Your Way postcards from *PrintMasters of Madison Heights, MI* for a total cost of \$12,361.81.



# MORE WAYS

\*\*\*
TO \*\*\*
VOTE





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** 

**Quantity Total Price Price/1000 33,000 1,880.00 56.97** 

\$12,361.81



26039 Dequindre

Madison Heights, MI 48071

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

SOLD TO

CITY OF TROY 500 W. BIG BEAVER RD TROY, MI 48084 WH-P HO

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

TY. ORDERED Q	TY. SHIPPED		DESC	RIPTION		UNIT PRICE	AMOUNT
29500	29500 7	500 VOTING POSTCARDS				1,840.00	1,840.00
						·	
	ı	MAILING SERVICE				1,060.00	1,060.00
	I	POSTAGE			9	9,461.81	9,461.81
998-99800000000000000000000000000000000	WE PRINT ON PAPER:					SUBTOTAL	\$12,361.8
Business Cards Flyers	Special Promo		Envelopes Tickets	Padded Forms Purchase Orders		SALES TAX	\$0.00
Brochures Stationery	Insert of Carbon S	& Mail	Tags Involces Membership Cards	Statement Systems Presentation Folders Software Compatible Forms		SHIPPING	ŞU. U
Scratch Pads	Carbonles	s Forms					\$0.00
Sales Forms	Compute	e Paper	Labels	Dipaga Pay		TOTAL	

This Amount