

September 30, 2020

Council Meeting of October 6, 2020

Subject: Sole-source Purchase – High Speed Ballot
Tabulator

The Honorable Mayor
and
Members of the City Council

Ladies and Gentlemen:

At the September work session purchase of a high-speed ballot tabulator at a cost of \$94,615 from sole-source vendor Hart InterCivic was informally discussed. Two of three grants, totaling \$38,641, is secured towards this purchase. Due to the increase in absent voting related to COVID-19, the balance of the purchase price, \$55,974, will be paid with CDBG CARES Act funds. If the expenditure is later determined to be ineligible, an adjustment to the FY2021 Capital Improvement Fund will be necessary and adequate fund reserves are available for this purchase.

Regardless of funding sources the upgrade is needed due to the substantial increase in absentee voting. In August over 5,000 ballots were tabulated and election inspectors didn't finish until 1:00 a.m. Over 8,000 ballots for the upcoming November election have already been issued. The Clerk's permanent, temporary and election day staff need as much support as possible to accommodate the needs of our electors.

Council is requested to approve a sole-source purchase from Hart InterCivic for one high-speed tabulator including equipment, training and five years of service and maintenance at a cost of \$94,615. A resolution is attached for City Council's consideration.

Respectfully submitted,



Mark C. Meyers,
City Administrator

/ss
Attachment

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
Parks/Recreation (231) 799-6802	Planning/Zoning (231) 799-6800	Police Department (231) 733-2691	Public Works (231) 799-6803	Streets Division (231) 798-2156	Water/Sewer (231) 799-6804

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Norton Shores City Council approves the sole-source purchase of a high-speed ballot tabulator from Hart InterCivic of Austin, Texas at a cost of \$94,615.00.

At a regular meeting of the Norton Shores City Council, held remotely, on the 6th day of October, 2020, the foregoing resolution was moved for adoption by Council Member _____ . The motion was supported by Council Member _____ .

Ayes:

Nays:

Resolution declared adopted/denied.

Shelly Stibitz, City Clerk



Internal Memo

September 25, 2020

TO: Anthony Chandler, Administrative Services Director

FROM: Shelly Stibitz, City Clerk 

SUBJECT: High Speed Tabulator Purchase

Absentee voting has more than doubled in Norton Shores, and across the country, due to the change in law allowing no reason absentee voting and the current pandemic. COVID-19 is a factor in the sudden increase in absentee voting but the majority of those voters requested to be placed on the permanent absent voter list and will be voting in this manner into the future. Fortunately, the Michigan Bureau of Elections recognized the effect it has had on local jurisdictions and offered grant opportunities earlier this year to add to or upgrade voting equipment to accommodate the increase. The grant allowed for a 50% match on one single tabulator or up to \$30,000 grant towards purchase of a high-speed tabulator for use in Absent Voter Counting Boards (AVCB).

Since our current equipment is the most expensive of those approved by the State, purchasing a high-speed tabulator in August was not an option. We requested and received the 50% grant match award of \$2,750 towards a new single machine which was delivered in July but not ready for use in August. We used a total of five single tabulators in August, including our spare machine, and the AVCB was still limited in counting ballots efficiently and worked well into the night (next morning) to finish.

Our voting equipment vendor, Hart InterCivic, has a high-speed tabulator and availability for training in October. The cost is \$94,615 for the equipment, training and the first five years of service and maintenance. Service and maintenance fees in years 6-10 are \$15,490 annually while the machine is still in use. This new equipment could be funded with the balance of the State's maximum grant match of \$27,250 (less \$2,750 already awarded), an \$11,391 zero match grant award from The Center for Tech and Civic Life and the \$55,974 balance, if eligible, paid from the remaining \$100,000 in two CDBG CARES Act grants. Should the equipment not be considered an eligible expense, a \$55,974 budget adjustment to the FY2021 Capital Improvement Fund would be required.

If we continue to use single tabulators, we would schedule two AVCB teams in two separate areas at City Hall and assign 17 workers to work 15+ hours for an approximate cost of \$3,000. Using high speed equipment will reduce the number of workers, allow for the entire process to be completed in one area and cut the counting time (eventually to half) for an approximate savings of \$800 per election. If a high-speed machine is not approved, I recommend purchase of another single tabulator at \$5,500, and preferably two, so that we again have a spare in case of an emergency on Election Day.



Quote Number 00007066
 Account Name Norton Shores, MI
 Grand Total \$94,615.00

Item	Description	Unit Price	Quantity	Total Price
Verity Central - Medium Jurisdiction	Verity Central software for jurisdictions with less than 100,000 registered voters	\$72,920.00	1	\$72,920.00
Verity Count - Local Jurisdiction	Verity Count software for local jurisdictions		1	
Verity Workstation	Workstation for Verity software w/ 5-year warranty configured with Central software.	\$4,000.00	2	\$8,000.00
Canon DR-G1100 Central Scanner w/ 5-Year Warranty	Central ballot scanner; includes 5 years of warranty coverage	\$11,190.00	1	\$11,190.00
Okidata B432dn Printer	Laser printer w/ starter cartridge for report printing	\$325.00	1	\$325.00
vDrive	Flash memory card/audio card for use with Verity devices	\$45.00	4	\$180.00
Professional Services - 1 Day	Includes up to 1 day of service. Additional days of service must be purchased separately. Verity Central and Count training.	\$2,000.00	1	\$2,000.00
Subtotal				\$94,615.00
Grand Total				\$94,615.00

Annual Service and Maintenance (Years 6-10)

Item	Description	Unit Price	Quantity	Total Price
Service and Maintenance - Verity Central	Annual Service and Maintenance fee for Verity Central in years 6-10	\$15,490.00	1	\$15,490.00
Service and Maintenance - Verity Count (Local Jurisdiction)	Annual Service and Maintenance fee for Verity Count (Local Jurisdiction) in years 6-10	\$0.00	1	\$0.00
Proposed Annual Service & Maintenance				\$15,490.00
Total Years 6-10				\$77,450.00