



## Legislation Details (With Text)

**File #:** HCC-196-FY21      **Version:** 1      **Name:**

**Type:** Action Item      **Status:** Passed

**File created:** 1/13/2021      **In control:** City Council

**On agenda:** 1/19/2021      **Final action:** 1/19/2021

**Title:** Award of Contract for Mail Vendor - Election 2021

**Sponsors:** City Administrator

**Indexes:** Contract

**Code sections:**

**Attachments:** 1. Memo for Recommendation\_Fort Orange Press

Date	Ver.	Action By	Action	Result
1/19/2021	1	City Council	Approved	Pass

Submitted by: Laura Reams  
Submitting Department: City Clerk  
Agenda Section: Action

**Item Title:**  
**Award of Contract for Mail Vendor - Election 2021**

### Suggested Action:

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Fort Orange Press for the printing and mailing of ballot packets and ballots for the May 2021 City Election at a cost not to exceed \$31,000. The agreement will be effective upon the review and approval by the City Attorney.

### Summary Background:

The City of Hyattsville has completed the first steps, with legislation pending, to allow the 2021 Mayoral and Council election to be conducted primarily by mail-in ballot. The departure from a traditional, familiar, process has presented a more detailed approach which involves partnering with multiple vendors to employ support for logistics planning, implementation resources, and measures to ensure the election be conducted safely and accurately.

The printing and mailing of ballot packets to all registered voters is integral to a successful 2021 Vote-by-Mail election. The City Clerk's Office solicited bids from mail vendors in late 2020. The scope of the request for proposal is listed below.

- Printing of approximately 12,000 bilingual ballot packets consisting of the following components:
  - o Outer Envelope
  - o Return Envelope
  - o Outgoing and Return Intelligent Bar Code Tracking
  - o Oath/Signature Envelope for Ballot
  - o 8.5x11 Ballot
  - o Instructions
  - o Voter Assistance Form
  - o Inclusion of an I Voted Sticker

- Direct Mail drop of first-class mail to the closest Maryland postal sorting facility
- Printing of ballots for Election Day Polling Center compatible with ES&S election ballot scanners
- Printing of test ballots for ballot scanner accuracy
- Printing of additional on-hand ballot packets for the City to mail to individuals who register to vote after March 19.

The City completed a competitive bidding process for the selection of the mail vendor. Three quotes were received and evaluated by staff and the Board of Supervisors of Elections. Fort Orange Press was identified as the recommended vendor due to its competitive pricing, ability to direct drop mail, and print ballot packets in accordance with best practices for Vote-by-Mail elections. A summary of the contact costs is below, and additional details are included in the attached memo.

Fort Orange Press			
Item	Unit Cost	Total	Notes
Ballot Packet	1.25	\$15,000.00	12,000 ballot packets
Outgoing Postage	0.65	\$ 7,800.00	
Election Day Ballots & Test Ballots	n/a	\$ 425.00	Qty 1000
Color Printing	n/a	\$ 3,975.00	
Inclusion of I Voted Sticker	n/a	\$ 3,480.00	
Additional On Hand Ballot Packets	n/a	\$ 175.00	
Total		\$30,855.00	

Approval of this contract will require a budget amendment which is scheduled for the Council action agenda on January 19.

**Next Steps:**

Upon approval staff will proceed with execution of the contract and planning for the 2021 election.

**Fiscal Impact:**

NTE \$31,000

**City Administrator Comments:**

Recommend Approval

**Community Engagement:**

Ballots will be mailed to all registered voters in early April. The City has a communications plan in place for Election 2021.

**Strategic Goals:**

Goal 4 - Foster Excellence in all City Operations

**Legal Review Required?**

Pending