



AGENDA REPORT

Meeting Date: July 7, 2011
Item Number: F-8
To: Honorable Mayor & City Council
From: Byron Pope, City Clerk
Subject: APPROVAL OF AMENDMENT #1 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND MARTIN & CHAPMAN CO. FOR ELECTION SERVICES AND SUPPLIES FOR THE MARCH 8, 2011 GENERAL ELECTION; AND,

APPROVE A PURCHASE ORDER IN THE AMOUNT OF \$102,487.82 TO MARTIN & CHAPMAN CO. FOR ELECTION SERVICES AND SUPPLIES

Attachments: 1. Amendment #1

RECOMMENDATION

Staff recommends that the City Council approve amendment #1 between the City of Beverly Hills and Martin & Chapman Co. for election services and supplies for the March 8, 2011 General Election in the amount of \$102,487.82; and approve a purchase order in the amount of \$102,487.82.

INTRODUCTION

Election supplies, services and printing were required for the election held in the City on March 8, 2011. Martin & Chapman Co. assisted the City Clerk's Office with the election and presented its invoice for services rendered.

DISCUSSION

The City Clerk's Office entered into an agreement with Martin & Chapman Co. to provide election services and supplies for the City's March 8, 2011 General Election. The original agreement included a consideration of \$88,000.00. Due to unanticipated ballot measures (Measures 2P, 3P and O), the actual cost of the election services was \$102,487.82. The City of Los Angeles consolidated their election with the City of Beverly Hills and will reimburse us for their portion totaling \$44,910.20. A memo and invoice were sent to the City of Los Angeles on June 13, 2011. We anticipate receiving their check within the next four to six weeks.

Meeting Date: July 7, 2011

FISCAL IMPACT

Funds were budgeted in the 2010-2011 budget and are available in the General Fund for this service.



Scott Miller
Finance Approval

Byron Pope 

Approved By

Attachment 1

AMENDMENT NO. 1 TO AN THE AGREEMENT BETWEEN
THE CITY OF BEVERLY HILLS AND MARTIN & CHAPMAN
CO. FOR ELECTION SERVICES AND SUPPLIES FOR THE
MARCH 8, 2011 GENERAL ELECTION

NAME OF CONTRACTOR: Martin & Chapman Co, a California corporation

RESPONSIBLE PRINCIPAL
OF CONTRACTOR: Scott D. Martin, President

CONTRACTOR'S ADDRESS: 1951 Wright Circle
Anaheim, California 92806-6028

CITY'S ADDRESS: City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: Byron Pope, City Clerk

COMMENCEMENT DATE: November 1, 2010

TERMINATION DATE: September 1, 2011

CONSIDERATION: Not to exceed \$102,487.82, based on the rates
attached as Exhibit B-1

AMENDMENT NO. 1 TO AN THE AGREEMENT BETWEEN
THE CITY OF BEVERLY HILLS AND MARTIN & CHAPMAN
CO. FOR ELECTION SERVICES AND SUPPLIES FOR THE
MARCH 8, 2011 GENERAL ELECTION

This Amendment No. 1 is to that certain Agreement between the City of Beverly Hills, a municipal corporation (hereinafter called "CITY"), and Martin & Chapman Co., a California corporation (hereinafter called "CONTRACTOR") dated October 18, 2010 and identified as Contract No. 462-10 ("Agreement"), a copy of which is on file in the City Clerk's office.

RECITALS

A. On October 18, 2010, CITY and CONTRACTOR entered into an agreement for election services and supplies for the March 18, 2011 general election.

B. CITY and CONTRACTOR desire to extend the Termination Date of the Agreement and to amend the Consideration to provide for the unanticipated expenses related to Measure 2P and Measure 3P.

NOW, THEREFORE, the parties agree as follows:

Section 1. The Termination Date shall be amended as set forth above.

Section 2. The Consideration Date shall be amended as set forth above.

Section 3. Attachment 1 to Exhibit B-1 of the Agreement entitled "Schedule of Rates" shall be amended as attached hereto and incorporated herein.

Section 4. Except as specifically amended by this Amendment No. 1, the provisions of the Agreement shall remain in full force and effect.

EXECUTED the ____ day of _____, 2011, at Beverly Hills, California.

CITY OF BEVERLY HILLS, a municipal corporation

BARRY BRUCKER
Mayor of the City of Beverly Hills,
California

ATTEST:

(SEAL)
BYRON POPE
City Clerk

CONTRACTOR: MARTIN & CHAPMAN
CO., a California corporation

SCOTT D. MARTIN
President

PATRICK MARTIN
Vice President and Secretary

APPROVED AS TO FORM:

LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

JEFFREY KOLIN
City Manager

KARL KIRKMAN
Risk Manager

EXHIBIT B-1

Schedule of Rates

CITY shall pay CONTRACTOR for the satisfactory performance of services and provision of supplies under this Agreement in accordance with the rate Schedule attached hereto and incorporated herein as Attachment 1, in an amount not to exceed One Hundred Two Thousand, Four-Hundred Eighty-Seven Dollars and Eighty-Two Cents (\$102,487.82).

Martin & Chapman Co.

1951 Wright Circle * Anaheim, California 92806 * 714/939-9866 * Fax 714/939-9870

CITY OF BEVERLY HILLS
 OFFICE OF THE CITY CLERK
 455 N REXFORD DR - RM 290
 BEVERLY HILLS, CA 90210-4817

May 2, 2011
 Invoice No. **2011 160**

**GENERAL MUNICIPAL ELECTION
 MARCH 08, 2011**

Black %'s City only or Schools only
 Blue %'s are prorated by registered voters
 Red %'s are prorated by precincts

Quantity	Description	Unit Price	Total	Pro-rated	CITY'S SHARE	Pro-rated	LACCD SHARE	Pro-rated	LAUSD SHARE
PRE-ELECTION SUPPLIES									
1	Calendar of Events	NC	NC						
2	Election Handbook w/Resolutions, Forms, Notices, Manual	NC	NC						
1	Elections Code of California	NC	NC						
1	Election Night Procedures Manual	NC	NC						
1	Email of Resolutions, Notices and Forms	\$20.00	\$20.00	1.0000	\$20.00				
NOMINATION SUPPLIES									
15	Nomination Papers	\$0.50	\$7.50	1.0000	\$7.50				
15	Supplemental Nomination Papers	\$0.50	\$7.50	1.0000	\$7.50				
15	Ballot Designation Requirements & Worksheets	\$0.50	\$7.50	1.0000	\$7.50				
15	Candidate's Statement Guidelines & Information Forms	\$0.50	\$7.50	1.0000	\$7.50				
15	Code of Fair Campaign Practices	\$0.50	\$7.50	1.0000	\$7.50				
15	Literature/Mass Mailing Requirements	\$0.50	\$7.50	1.0000	\$7.50				
15	Statement of Financial Worth	\$0.50	\$7.50	1.0000	\$7.50				
15	Translation Information Sheets	\$0.50	\$7.50	1.0000	\$7.50				
15	Candidate's Election Calendars	\$0.50	\$7.50	1.0000	\$7.50				
2	Certificates of Election - Imprinted	\$5.00	\$10.00	1.0000	\$10.00				
2	Oaths of Office - Imprinted	\$5.00	\$10.00	1.0000	\$10.00				
3	Certificates of Election - "Fill in the Blank"	\$1.00	\$3.00	1.0000	\$3.00				
2	Oaths of Office - "Fill in the Blank"	\$1.00	\$2.00	1.0000	\$2.00				
2	Certificates of Appointment - "Fill in the Blank"	\$1.00	\$2.00	1.0000	\$2.00				
VOTE-BY-MAIL BALLOT SUPPLIES									
100	Correction Identification/Return Envelopes	\$0.35	\$35.00	0.4999	\$17.50	0.4999	\$17.50	0.0002	\$0.01
100	Provisional Ballot Envelopes	\$0.35	\$35.00	0.4999	\$17.50	0.4999	\$17.50	0.0002	\$0.01
7700	Instructions for Voters - 8.5 x 11 / E	\$0.25	\$1,925.00	0.4999	\$962.31	0.4999	\$962.31	0.0002	\$0.39
250	Instructions for Voters - 8.5 x 11 / ES	\$0.25	\$62.50	0.4999	\$31.24	0.4999	\$31.24	0.0002	\$0.01
50	Instructions for Voters - 8.5 x 11 / EF	\$0.25	\$12.50	0.4999	\$6.25	0.4999	\$6.25	0.0002	\$0.00
8000	Gray/Secrecy Envelopes	\$0.07	\$560.00	0.4999	\$279.94	0.4999	\$279.94	0.0002	\$0.11
7700	Outgoing Envelopes - #14 - E	\$25.00+0.30 ea	\$2,335.00	0.4999	\$1,167.27	0.4999	\$1,167.27	0.0002	\$0.47

Quantity	Description	Unit Price	Total	Pro-rated	CITY'S SHARE	Pro-rated	LACCD SHARE	Pro-rated	LAUSD SHARE
250	Outgoing Envelopes - #14 - ES	\$25.00+0.30 ea	\$100.00	0.4999	\$49.99	0.4999	\$49.99	0.0002	\$0.02
50	Outgoing Envelopes - #14 - EF	\$25.00+0.30 ea	\$40.00	0.4999	\$20.00	0.4999	\$20.00	0.0002	\$0.01
5700	PVBM ID/Return Envelopes - #11 - Yellow - E	\$25.00+0.35 ea	\$2,020.00	0.4999	\$1,009.80	0.4999	\$1,009.80	0.0002	\$0.41
75	PVBM ID/Return Envelopes - #11 - Yellow - ES	\$25.00+0.35 ea	\$51.25	0.4999	\$25.62	0.4999	\$25.62	0.0002	\$0.01
25	PVBM ID/Return Envelopes - #11 - Yellow - EF	\$25.00+0.35 ea	\$33.75	0.4999	\$16.87	0.4999	\$16.87	0.0002	\$0.01
2000	ID/Return Envelopes - #11 - White - E	\$25.00+0.30 ea	\$625.00	0.4999	\$312.44	0.4999	\$312.44	0.0002	\$0.13
175	ID/Return Envelopes - #11 - White - ES	\$25.00+0.30 ea	\$77.50	0.4999	\$38.74	0.4999	\$38.74	0.0002	\$0.02
25	ID/Return Envelopes - #11 - White - EF	\$25.00+0.30 ea	\$32.50	0.4999	\$16.25	0.4999	\$16.25	0.0002	\$0.01
22	Voted Ballot Boxes for VBM Ballots-1/2 size	\$3.50	\$77.00	0.4999	\$38.49	0.4999	\$38.49	0.0002	\$0.02
22	Labels for 1/2 size Voted Ballot Boxes	\$0.50	\$11.00	0.4999	\$5.50	0.4999	\$5.50	0.0002	\$0.00
22	Seals for Voted Ballot Boxes	\$0.50	\$11.00	0.4999	\$5.50	0.4999	\$5.50	0.0002	\$0.00
PRECINCT SUPPLIES									
10	Precinct Supply Sets	\$110.00	\$1,100.00	0.5000	\$550.00	0.5000	\$550.00		
1	Sample Set	\$110.00	\$110.00	0.5000	\$55.00	0.5000	\$55.00		
1	Vote by Mail Canvass Set	\$45.00	\$45.00	0.5000	\$22.50	0.5000	\$22.50		
10	Larger "Unvoted Ballots" White Boxes for 2-UP ballots	\$1.00	\$10.00	0.5000	\$5.00	0.5000	\$5.00		
10	Add'l "Voted Ballots" Red Boxes for voted precinct ballots	\$3.00	\$30.00	0.5000	\$15.00	0.5000	\$15.00		
10	Add'l Red Box Seals	\$0.50	\$5.00	0.5000	\$2.50	0.5000	\$2.50		
11	Sets of "I VOTED" stickers (700 per precinct + sample kit)	\$5.00	\$55.00	0.5000	\$27.50	0.5000	\$27.50		
11	Sets of <i>Opto-Mark</i> Pens for Opto-Mark Ballots	\$17.25	\$189.75	0.5000	\$94.88	0.5000	\$94.88		
1100	Roster pages / Active & Inactive Voters voters	27,226	\$950.65	0.5000	\$475.33	0.5000	\$475.33		
1276	Street Index pages / Active & Inactive Voters / 4 sets per precinct		\$585.99	0.5000	\$293.00	0.5000	\$293.00		
12	Election Officer / Inspector's Guidelines & Checklists	\$3.00	\$36.00	0.5000	\$18.00	0.5000	\$18.00		
45	Election Officer Appointment Forms	\$0.25	\$11.25	0.5000	\$5.63	0.5000	\$5.63		
45	Election Officer Outgoing Window Envelopes	\$0.10	\$4.50	0.5000	\$2.25	0.5000	\$2.25		
500	Extra Provisional Envelopes	\$0.35	\$175.00	0.5000	\$87.50	0.5000	\$87.50		
WRITE-IN CANDIDATE SUPPLIES									
11	Write-In Instruction Sheets / 1 per Precinct / CCD	\$0.25	\$2.75			1.0000	\$2.75		
198	Slips w/ Write-in Candidates Names/18 per Precinct / CCD	\$0.25	\$49.50			1.0000	\$49.50		
REPORTS									
54 DAYS BEFORE									
1	Voter Identification Report - (54 day reports) voters	27,177	\$291.00	0.4999	\$145.47	0.4999	\$145.47	0.0002	\$0.06
1	Polling Place Location Report - (54 day reports) voters	27,177	\$291.00	0.5000	\$145.50	0.5000	\$145.50		
29 DAYS BEFORE									
1	Voter Identification Report - (29 day reports) voters	26,789	\$287.71	0.4999	\$143.82	0.4999	\$143.82	0.0002	\$0.06
1	Polling Place Location Report - (29 day reports) voters	26,789	\$287.71	0.5000	\$143.85	0.5000	\$143.85		
VBM TRACKING SYSTEM									
27326	Vote by Mail Tracking System / Active and Inactive Voters		\$1,656.41	0.4999	\$828.04	0.4999	\$828.04	0.0002	\$0.33
27326	Polling Place Location Module for VBM Tracking System		\$292.27	0.5000	\$146.14	0.5000	\$146.14		
MAILING LABELS									
1	NCOA (National Change of Address) Set-up charge	\$75.00	\$75.00	0.4999	\$37.49	0.4999	\$37.49	0.0002	\$0.02
21448	NCOA Processing for Change of Address	\$0.00375	\$80.43	0.4999	\$40.21	0.4999	\$40.21	0.0002	\$0.02
21448	Voter Address Labels / 54 day labels		\$1,322.40	0.4999	\$661.07	0.4999	\$661.07	0.0002	\$0.27
105	Voter Address Labels / 29 day labels		\$205.25	0.4999	\$102.60	0.4999	\$102.60	0.0002	\$0.04
44	Voter Address Labels / 15 day labels		\$202.20	0.4999	\$101.08	0.4999	\$101.08	0.0002	\$0.04
5281	PVBM and VBM Voter Labels (54+29+15 day voters)	25.00+0.25	\$1,345.25	0.4999	\$672.49	0.4999	\$672.49	0.0002	\$0.27

Quantity	Description	Unit Price	Total	Pro-rated	CITY'S SHARE	Pro-rated	LACCD SHARE	Pro-rated	LAUSD SHARE
SAMPLE BALLOT / VOTER INFORMATION PAMPHLETS									
23000	Sample Ballot Pamphlets / 20 of 20 pages / BG 1 - <i>City & CCD</i>		\$16,438.00	0.7750	\$12,739.45	0.2250	\$3,698.55		
				15.5 pages		4.5 pages			
25	Sample Ballot Pamphlets / 20 of 20 pages / BG 2 - <i>City, CCD, USD</i>			13.9 pages		3.3 pages		2.8 pages	
20	Setup per page - total number of pages	\$125.00	\$2,500.00	0.6950	\$1,737.50	0.1650	\$412.50	0.1400	\$350.00
20	Total Number of Pages in all Books / all Ballot Types	\$5.00	\$100.00	0.6950	\$69.50	0.1650	\$16.50	0.1400	\$14.00
13	English Sample Ballot Pamphlets - <i>for voter requests on county file</i>		\$13.00	0.6950	\$9.04	0.1650	\$2.15	0.1400	\$1.82
12	English Sample Ballot Pamphlets / <i>Precinct Kits+Sample Kit+City Clerk copies</i>		\$12.00	0.6950	\$8.34	0.1650	\$1.98	0.1400	\$1.68
1	Rush Charges		\$915.00	1.0000	\$915.00				
OFFICIAL BALLOTS AND SUPPLIES									
	Official Ballots - Typeset Ballot / per side / English								
1	Card 1A Front -301 <i>City</i>	\$150.00	\$150.00	1.0000	\$150.00				
1	Card 2A Front -101 <i>City</i>	\$150.00	\$150.00	1.0000	\$150.00				
1	Card 2A Back-102 <i>USD</i>	\$150.00	\$150.00					1.0000	\$150.00
1	Card B Front -201 <i>CCD</i>	\$150.00	\$150.00			1.0000	\$150.00		
1	Card B Back-202 <i>CCD</i>	\$150.00	\$150.00			1.0000	\$150.00		
8000	Official Ballots / Vote by Mail - BT 1 A Card / <i>City</i>	\$0.22	\$1,760.00	1.0000	\$1,760.00				
8000	Official Ballots / Vote by Mail - BT 1 B Card / <i>CCD</i>	\$0.22	\$1,760.00			1.0000	\$1,760.00		
25	Official Ballots / Vote by Mail - BT 2 A Card / <i>City, USD</i>	\$0.22	\$5.50	0.5000	\$2.75			0.5000	\$2.75
25	Official Ballots / Vote by Mail - BT 2 B Card / <i>CCD</i>	\$0.22	\$5.50			1.0000	\$5.50		
12350	Official Ballots / Precincts / BT 1 A Card / <i>City</i>	\$0.22	\$2,717.00	1.0000	\$2,717.00				
12350	Official Ballots / Precincts / BT 1 B Card / <i>CCD</i>	\$0.22	\$2,717.00			1.0000	\$2,717.00		
300	Official Ballots / Test-Duplicates / BT 1 A Card / <i>City</i>	\$0.22	\$66.00	1.0000	\$66.00				
300	Official Ballots / Test-Duplicates / BT 1 B Card / <i>CCD</i>	\$0.22	\$66.00			1.0000	\$66.00		
50	Official Ballots / Test-Duplicates / BT 2 A Card / <i>City, USD</i>	\$0.22	\$11.00	0.5000	\$5.50			0.5000	\$5.50
50	Official Ballots / Test-Duplicates / BT 2 B Card / <i>CCD</i>	\$0.22	\$11.00			1.0000	\$11.00		
41450	Total Official Ballots								
3	Test / Duplicate Overprint / each Card	\$25.00	\$75.00	0.2500	\$18.75	0.5000	\$37.50	0.2500	\$18.75
19800	Gray Secrecy Envelopes - Rental	\$35.00	\$693.00	0.5000	\$346.50	0.5000	\$346.50		
FOREIGN LANGUAGE MATERIALS									
OFFICIAL BALLOT FACSIMILES / TYPESETTING									
1	Spanish Facsimile of Official Ballot / 1A Front / <i>City</i>	\$300.00	\$300.00	1.0000	\$300.00				
2	Spanish Facsimile of Official Ballot / 2A Front & Back / <i>City,USD</i>	\$300.00	\$600.00	0.5000	\$300.00			0.5000	\$300.00
2	Spanish Facsimile of Official Ballot / B Front and Back/ <i>CCD</i>	\$300.00	\$600.00			1.0000	\$600.00		
1	Farsi Facsimile of Official Ballot / 1A Front / <i>City</i>	\$400.00	\$400.00	1.0000	\$400.00				
2	Farsi Facsimile of Official Ballot / 2A Front & Back / <i>City,USD</i>	\$400.00	\$800.00	0.5000	\$400.00			0.5000	\$400.00
2	Farsi Facsimile of Official Ballot / B Front and Back/ <i>CCD</i>	\$400.00	\$800.00			1.0000	\$800.00		
OFFICIAL BALLOT FACSIMILE INSERTS FOR VOTE-BY-MAIL BALLOTS									
2	8.5 x 11 / (Language) Set-up Charge / BT 1 - <i>City, CCD</i>	\$25.00	\$50.00	0.5000	\$25.00	0.5000	\$25.00		
46	Spanish Facsimile Inserts of Official Ballot / BT 1 / <i>City, CCD</i>	\$0.10	\$4.60	0.5000	\$2.30	0.5000	\$2.30		
35	Farsi Facsimile Inserts of Official Ballot / BT 1 - <i>City, CCD</i>	\$0.10	\$3.50	0.5000	\$1.75	0.5000	\$1.75		
LAMINATED OFFICIAL BALLOT FACSIMILES FOR PRECINCTS (\$60.00 minimum)									
2	Laminating Set-up Charge for 11 x 17 / BT 1 - <i>City, CCD</i>	\$50.00	\$100.00	0.5000	\$50.00	0.5000	\$50.00		
60	Spanish Facsimile of Official Ballot - laminated / BT 1- <i>City,CCD</i>	\$2.50	\$150.00	0.5000	\$75.00	0.5000	\$75.00		
60	Farsi Facsimile of Official Ballot - laminated / BT 1 - <i>City, CCD</i>	\$2.50	\$150.00	0.5000	\$75.00	0.5000	\$75.00		

Quantity	Description	Unit Price	Total	Pro-rated	CITY'S SHARE	Pro-rated	LACCD SHARE	Pro-rated	LAUSD SHARE
SAMPLE BALLOT/VOTER INFORMATION PAMPHLET FOREIGN LANGUAGE FACSIMILES									
<i>Facsimiles are complete Sample Ballots. quantity includes 5 for each Precinct Kit+Sample Set+25 for City Clerk</i>									
	Spanish Facsimiles BT 1 / City, CCD								
34	Setup per page - total number of pages	\$125.00	\$4,250.00	0.5000	\$2,125.00	0.5000	\$2,125.00		
34	Total Number of Pages in all Books / all Ballot Types	\$5.00	\$170.00	0.5000	\$85.00	0.5000	\$85.00		
60	Spanish Sample Ballot Pamphlets - for voter requests on county file		\$102.00	0.5000	\$51.00	0.5000	\$51.00		
82	Spanish Sample Ballot Pamphlets / Precinct Kits+Sample Kit+City Clerk copies		\$139.40	0.5000	\$69.70	0.5000	\$69.70		
	Spanish Facsimiles BT 2 / City, CCD, USD								
34	Setup per page - total number of pages	\$125.00	\$4,250.00	0.3334	\$1,416.95	0.3333	\$1,416.53	0.3333	\$1,416.53
34	Total Number of Pages in all Books / all Ballot Types	\$5.00	\$170.00	0.3334	\$56.68	0.3333	\$56.66	0.3333	\$56.66
0	Spanish Sample Ballot Pamphlets - for voter requests on county file		\$0.00	0.3334	\$0.00	0.3333	\$0.00	0.3333	\$0.00
7	Spanish Sample Ballot Pamphlets / Precinct Kits+Sample Kit+City Clerk copies		\$11.90	0.3334	\$3.97	0.3333	\$3.97	0.3333	\$3.97
	Farsi Facsimiles BT 1 / City, CCD								
38	Setup per page - total number of pages	\$125.00	\$4,750.00	0.5000	\$2,375.00	0.5000	\$2,375.00		
38	Total Number of Pages in all Books / all Ballot Types	\$5.00	\$190.00	0.5000	\$95.00	0.5000	\$95.00		
76	Farsi Sample Ballot Pamphlets / Precinct Kits+Sample Kit+City Clerk copies		\$144.40	0.5000	\$72.20	0.5000	\$72.20		
	Farsi Facsimiles BT 2 / City, CCD, USD								
38	Setup per page - total number of pages	\$125.00	\$4,750.00	0.3334	\$1,583.65	0.3333	\$1,583.18	0.3333	\$1,583.18
38	Total Number of Pages in all Books / all Ballot Types	\$5.00	\$190.00	0.3334	\$63.35	0.3333	\$63.33	0.3333	\$63.33
6	Farsi Sample Ballot Pamphlets / Precinct Kits+Sample Kit+City Clerk copies		\$11.40	0.3334	\$3.80	0.3333	\$3.80	0.3333	\$3.80
BALLOT COUNTING / ELECTION NIGHT SUPPLIES									
1	Election Night Supply Kit	\$35.00	\$35.00	0.4999	\$17.50	0.4999	\$17.50	0.0002	\$0.01
30	Counted Ballot Seats / 2 per precinct + extras	\$1.00	\$30.00	0.4999	\$15.00	0.4999	\$15.00	0.0002	\$0.01
1	Ballot Counter Programming / Basic Programming	\$1,250.00	\$1,250.00	0.4999	\$624.87	0.4999	\$624.87	0.0002	\$0.25
1	Add'l Programming / Card 1 A FRONT-301- City	\$500.00	\$500.00	1.0000	\$500.00				
1	Add'l Programming / Card 2 A FRONT-101- City	\$500.00	\$500.00	1.0000	\$500.00				
1	Add'l Programming / Card 2 A BACK-102- USD	\$500.00	\$500.00					1.0000	\$500.00
1	Add'l Programming / Card B FRONT-201- CCD	\$500.00	\$500.00			1.0000	\$500.00		
1	Add'l Programming / Card B BACK-202- CCD	\$500.00	\$500.00			1.0000	\$500.00		
10	Add'l Programing to count VBM's/Provisionals by precinct	\$20.00	\$200.00	0.4999	\$99.98	0.4999	\$99.98	0.0002	\$0.04
2	Ballot Counter Operator(s)	\$650.00	\$1,300.00	0.4999	\$649.87	0.4999	\$649.87	0.0002	\$0.26
1	Add'l Tally of Late VBM's & Provisional Ballots	\$600.00	\$600.00	0.4999	\$299.94	0.4999	\$299.94	0.0002	\$0.12
5500	Credit for Returned Supplies (Secrecy Sleeves)	\$35.00	(\$144.38)	0.4999	-\$72.17	0.4999	-\$72.17	0.0002	-\$0.03
SUBTOTAL									
	Subtotal / Taxable Items		\$77,328.35		\$41,918.18		\$30,534.84		\$4,875.33
	Sales Tax 0.0975		\$7,539.51		\$4,087.02		\$2,977.15		\$475.34
			\$84,867.86		\$46,005.20		\$33,511.99		\$5,350.67
MISCELLANEOUS SERVICES									
10	Type Election Officer Appointment Forms	\$15.00	\$150.00	0.5000	\$75.00	0.5000	\$75.00		
1	Service Fee for Tuneup of City's Ballot Counter	\$300.00	\$300.00	0.4999	\$149.97	0.4999	\$149.97	0.0002	\$0.06
1	Repair/maintenance/re-wrapping of Voting Booths / hour	\$25.00	\$25.00	0.5000	\$12.50	0.5000	\$12.50		

Quantity	Description	Unit Price	Total	Pro-rated	CITY'S SHARE	Pro-rated	LACCD SHARE	Pro-rated	LAUSD SHARE
TRANSLATIONS									
1	Department of Justice compliance requirements - Revision/editing of new and current materials for Notices, Sample Ballot pages, VBM Materials, and Precinct Supplies into all languages - bi-annual charge per city	\$200.00	\$200.00	0.4999	\$99.98	0.4999	\$99.98	0.0002	\$0.04
	Spanish Translations								
1	Ballot(s) - City	\$300.00	\$300.00	1.0000	\$300.00				
3	Candidates Statements	\$175.00	\$525.00	1.0000	\$525.00				
3	Analyses	\$375.00	\$1,125.00	1.0000	\$1,125.00				
6	Arguments	\$225.00	\$1,350.00	1.0000	\$1,350.00				
6	Rebuttals	\$200.00	\$1,200.00	1.0000	\$1,200.00				
	Farsi								
1	Ballot(s) - City	\$500.00	\$500.00	1.0000	\$500.00				
1	Ballot(s) - USD	\$275.00	\$275.00					1.0000	\$275.00
2	Ballot(s) - CCD	\$275.00	\$550.00			1.0000	\$550.00		
3	Candidates Statements	\$275.00	\$825.00	1.0000	\$825.00				
3	Analyses	\$400.00	\$1,200.00	1.0000	\$1,200.00				
6	Arguments	\$250.00	\$1,500.00	1.0000	\$1,500.00				
6	Rebuttals	\$200.00	\$1,200.00	1.0000	\$1,200.00				
MAILING SERVICES / SAMPLE BALLOTS									
1	54 Day File transfer to mailer, address machine setup	\$350.00	\$350.00	0.4999	\$174.96	0.4999	\$174.96	0.0002	\$0.07
21448	Affixing Address Labels	\$0.038	\$815.02	0.4999	\$407.43	0.4999	\$407.43	0.0002	\$0.16
1	Rush charges to speed entry into post office	\$500.00	\$500.00	0.4999	\$249.95	0.4999	\$249.95	0.0002	\$0.10
1	Postal documentation	\$70.00	\$70.00	0.4999	\$34.99	0.4999	\$34.99	0.0002	\$0.01
73	Addressing Foreign Language Sample Ballots	\$0.50	\$36.50	0.4999	\$18.25	0.4999	\$18.25	0.0002	\$0.01
1	29 Day File transfer to mailer, address machine setup	\$250.00	\$250.00	0.4999	\$124.97	0.4999	\$124.97	0.0002	\$0.05
105	Affixing Address Labels	\$0.50	\$52.50	0.4999	\$26.24	0.4999	\$26.24	0.0002	\$0.01
1	15 Day File transfer to mailer, address machine setup	\$100.00	\$100.00	0.4999	\$49.99	0.4999	\$49.99	0.0002	\$0.02
44	Affixing Address Labels	\$0.50	\$22.00	0.4999	\$11.00	0.4999	\$11.00	0.0002	\$0.00
POSTAGE ACTIVITY / SAMPLE BALLOTS									
	Postage Received from City / Check # 440259		(\$5,400.00)						
21266	Standard Rate Postage - 1st mailing-54 day file		\$5,006.69						
182	1st Class Postage - 1st mailing -Out of State/Country		\$283.19						
73	1st Class Postage - 1st mailing - Facsimiles		\$86.85						
105	1st Class Postage - 2nd mailing		\$110.25						
44	1st Class Postage - 3rd mailing-15 day file		\$46.20						
	Additional Postage Due (Credit for unused postage)		\$133.18	1.0000	\$133.18				
182	Affix Meter Tape 1st class Postage to Out State/Out Country	\$150.00	\$150.00	0.4999	\$74.98	0.4999	\$74.98	0.0002	\$0.03
73	Affix Meter Tape 1st class Postage to Facsimiles -54 day	\$0.25	\$18.25	0.4999	\$9.12	0.4999	\$9.12	0.0002	\$0.00
105	Affix Meter Tape 1st class Postage to Pamphlets-29 day	\$0.25	\$26.25	0.4999	\$13.12	0.4999	\$13.12	0.0002	\$0.01
44	Affix Meter Tape 1st class Postage to Pamphlets-15 day	\$0.25	\$11.00	0.4999	\$5.50	0.4999	\$5.50	0.0002	\$0.00
MAILING SERVICES / VOTE-BY-MAIL BALLOTS									
	PVBM's								
5281	Addressing PVBM Envelopes and labels / 54 + 29 + 15 days	\$0.25	\$1,320.25	0.4999	\$659.99	0.4999	\$659.99	0.0002	\$0.27

CITY OF	PARAMETERS FOR ESTIMATE OR INVOICE	E	F
BEVERLY HILLS			
GENERAL MUNICIPAL ELECTION			
MARCH 08, 2011		E - NO - NO	
6	PRECINCTS No. of Polling Places / Precincts	10	
7	No. of Election Officers / Precinct	4	Blank or Type
8	No. of Mail Ballot Precincts	1	
9	VOTE BY MAIL SUPPLIES PVBM Yellow Envelopes	5800	
10	VBM White Envelopes	2200	
11	Outgoing Envelopes	8000	
12	Secrecy Sleeves	8000	
13	VBM Instructions	8000	
14	VBM Ballots	8000	
15	120 day Registration	0	
16	Voter Id Report 120 - No. of Sets	0	
17	Out of State Labels 120 - No. of Sets	0	
18	Out of State Labels 120	0	
19			
20	54 day Registration (Active & Inactive Voters)	27177	Inactive Voters
21	All Sample Ballot or All Mail Ballot Labels 54	21448	5729
22	PVBM/VBM Labels 54	5192	
23	Out of State/Country Labels 54	182	Active Voters
24	Foreign Language Labels 54		21448
25	Voter Id Report 54	1	
26	Polling Place Report 54	1	
27			
28	29 day Registration (Active & Inactive Voters)	26789	
29	Supplemental Voters 29	105	
30	All Sample Ballot or All Mail Ballot Labels 29	105	
31	PVBM / VBM Labels 29	63	
32	Out of State/Country Labels 29	2	
33	Foreign Language Labels 29		105
34	Voter Id Report 29	1	
35	Polling Place Report 29	1	
36			
37	14 day Registration (Active & Inactive Voters)	27226	
38	Supplemental Voters 14	44	
39	All Sample Ballot or All Mail Ballot Labels 14	44	
40	PVBM / VBM Labels 14	26	
41			44
42	MC Rosters (voters)	27226	
43	MC Rosters (pages / 25 per page) + 1 page per precinct	1,100	
44	MC Street Indexes (pages / 84 per page) - 1 set	319	