



# Administrative Report

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H.15., File # 24-1750

Meeting Date: 10/29/2024

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**To:** MAYOR AND CITY COUNCIL  
**From:** ELEANOR MANZANO, CITY CLERK

## **TITLE**

APPROVE AN AGREEMENT WITH PRO DOCUMENT SOLUTIONS, INC. DBA PROVOTE SOLUTIONS FOR THE MARCH 4, 2025 GENERAL MUNICIPAL ELECTION PRINT AND MAIL SERVICES IN THE AMOUNT OF \$137,755.35, FOR THE TERM BEGINNING OCTOBER 29, 2024 AND ENDING APRIL 30, 2025.

## **EXECUTIVE SUMMARY**

Redondo Beach will be holding a standalone all-mailed ballot General Municipal Election on March 4, 2025, as called by the City Council on October 15, 2024. Approving this agreement provides for the all print materials, such as Official ballots, ballot pamphlet, post cards, out-going and returning envelopes, addressing and mailing services, and any supplies needed for the ballots, excluding postage, for the March 4, 2025 General Municipal Election.

## **BACKGROUND**

ProVote provided services to conduct the City's standalone all-mailed ballot General Municipal Election in March 2021 and March 2023, as well as Special Election for October 2023. The ProVote ballot product integrates with the Hart Verity ballot tabulation equipment and software system.

## **COORDINATION**

The City Clerk's Office has coordinated with the City Attorney's Office.

## **FISCAL IMPACT**

This General Election is budgeted for FY 2024-2025.

## **APPROVED BY:**

*Eleanor Manzano, City Clerk*

## **ATTACHMENTS**

Agreement - Pro Document Solutions aka ProVote  
Certificate of Insurance