



# Administrative Report

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H.14., File # 22-4599

Meeting Date: 8/2/2022

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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 OCTOBER 19, 2022 SPECIAL ELECTION BALLOT PRODUCTION, PRINT AND MAIL SERVICES IN AN AMOUNT NOT TO EXCEED \$87,300.02 FOR THE TERM AUGUST 2, 2022 TO AUGUST 1, 2023

## **EXECUTIVE SUMMARY**

Redondo Beach will be holding a standalone all-mailed ballot Special Election on October 19, 2022 pursuant to City Council action of July 19, 2022 consolidating an Initiative Ballot Measure with a Recall for District 4 Council Member and election of Council District 4 representative in the event the recall prevails.

Per Elections Code Section 13001, it is not required to utilize the purchasing department for election supplies, thus contracts or agreements are not required. However, the City Clerk's Office continues to follow the City's purchasing policies, and has solicited proposals from California Secretary of State-approved election suppliers.

## **BACKGROUND**

The City Council awarded an agreement with ProVote in October 2020 for the successfully conducted standalone all-mailed ballot General Municipal Election in March 2021. Provote provided ballot design, printing and voter information guide (Sample Ballot) design, printing, and mailing and other services. The ProVote ballot design product integrates with the Hart Verity ballot tabulation software and equipment system utilized for the March 2021 election; an agreement will be forthcoming for this award.

The City Clerk's Office will return with an amendment to include like services for the March 7, 2023 General Municipal Election and subsequent Run-off election, if necessary.

## **COORDINATION**

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

## **FISCAL IMPACT**

This Special Election is not budgeted for FY2022-2023. The City Clerk's Office will return mid-fiscal year to request funds to cover associated special election costs.

**APPROVED BY:**

*Eleanor Manzano, City Clerk*

**ATTACHMENTS**

Agreement - Pro Document Solutions aka ProVote