

CITY COUNCIL MEETING
DECEMBER 2, 1987

AGREEMENT WITH
MARTIN AND
CHAPMAN APPROVED

CC-18

Council, on motion of Council Member Reid, Hinchman second, authorized the City Clerk to enter into an agreement with Martin and Chapman Company to provide certain election services.

COUNCIL COMMUNICATION

TO: THE CITY COUNCIL

COUNCIL MEETING DATE

NO.

FROM: THE CITY MANAGER'S OFFICE

DECEMBER 2, 1987

SUBJECT:

APRIL 12, 1988 GENERAL MUNICIPAL ELECTION - AGREEMENT WITH MARTIN AND CHAPMAN
TO PROVIDE CERTAIN SERVICES

RECOMMENDED ACTION:

That the City Council of the City of Lodi authorize the City Clerk to enter into an Agreement with the Martin and Chapman Company for certain services pertaining to the April 12, 1988 General Municipal Election.

The election supply firm of Martin and Chapman Company has furnished the City of Lodi with an estimate for their company to provide certain services and supplies for the April 12, 1988 General Municipal Election. This would include providing all forms pertaining to the nomination process, absentee voting, polling places, precinct supplies, the printing, addressing and mailing of sample ballots, the printing of the official ballots, the providing of official canvass sets and other such services as are required by law.

Their estimate for these services is approximately \$16,500 based on the approximately 21,000 voters registered for the November 3, 1987 election.

The Martin and Chapman Company is well known throughout the State of California and is highly regarded for their professional service by cities who contract with them.

Alice M. Reimche
Alice M. Reimche
City Clerk

AMR:jjj

COUNC014
TXTA.02D

MARTIN & CHAPMAN Co.

2121 BIXBY ROAD - LAKEWOOD, CALIFORNIA 90712-4199
213 436-2511

February 17, 1988

RECEIVED

FEB 13 AM 10:04

ALICE M. REIMCHE
CITY CLERK
CITY OF LODI

Alice M. Reimche, City Clerk
221 w. Pine Street
Lodi, CA 95240

Dear Alice:

We are pleased to offer the following proposal for your election to be held April 12, 1988.

We would first like to outline our services offered to the city:

1. Provide a Calendar of Election Events setting out dates and requirements of the Election Code.
2. Provide suggested forms of resolutions and notices required for the election.
3. Provide necessary ballots, supplies and instructions for voting in the precinct and for absentee voting.
4. Provide Self-Mailer Sample Ballot & Voters Pamphlet with candidates statements, measures and absent voter application.
5. Prepare and attach special labels to Self-Mailer pamphlet and arrange for delivery to your post office.
6. Have a qualified person available by telephone or in person at all times to assist the City Clerk should problems arise at any time during the election process.
7. Furnish general guidance throughout the election.

As a Southern California company, we assist over 200 cities, counties and districts with services, supplies and guidance for elections.

The supplies required for a "roundhole" ballot card election, the unit prices thereof and the approximate total cost for an election based upon 15 precincts and approximately 21,000 registered voters would be as follows:

DATA PROCESSING
WORD PROCESSING
MAILING LISTS

FORMS PRINTING
BUSINESS LICENSES
FILE FOLDERS

MINUTE RESOLUTION BOOKS
SPECIALTY PRINTING
ANNOUNCEMENTS

BUSINESS CARDS
LETTERHEAD, STATIONERY
SPIRAL VELO BINDING

CITY OF LODI
221 WEST PINE STREET
LODI, CA 95240-1910

FEBRUARY 17, 1988

CANDIDATE'S NOMINATION PAPER	25	.50 EA	12.50
CANDIDATE'S STATEMENT OF QUALIFICATIONS	25	.50 EA	12.50
CODE OF FAIR CAMPAIGN PRACTICES / GOVERNMENT CODE 84305	25	.50 EA	12.50
CANDIDATE ELECTION CALENDARS	25	.50 EA	12.50
CERTIFICATES OF APPOINTMENT	6	1.00 EA	6.00
CERTIFICATES OF ELECTION	6	1.00 EA	6.00
OATHS OF OFFICE	6	1.00 EA	6.00
APPLICATION FOR ABSENT VOTER BALLOT (WHITE)	50	.25 EA	12.50
LATE APPLICATION & CERTIFICATE FOR ABSENT VOTER BALLOT (YELLOW)	10	.25 EA	2.50
NOTICE TO INSPECTOR OF ABSENT VOTERS	30	.25 EA	7.50
INSTRUCTIONS FOR ABSENT VOTERS	700	.25 EA	175.00
OUTGOING ABSENT VOTER ENVELOPES	700	.25 EA	175.00
IDENTIFICATION & RETURN ABSENT VOTER ENVELOPES	700	.25 EA	175.00
ABSENT VOTER APPLICATION CORRECTION - IDENTIFICATION - RETURN ENVELOPES	5	.35 EA	1.75
PERMANENT ABSENT VOTER / APO-FPO / OUT-OF-STATE LABELS	600	.15 EA	90.00
ABSENT VOTER LABELS	21000	30.00 M	630.00
CITY CLERK LABELS	1000		30.00
POLLING PLACE AND ADDRESS LABELS JET INK	21000		1240.00
INSPECTOR'S DECLARATION	15	.25 EA	3.75
NOTICE OF APPOINTMENT AS INSPECTOR	15	.25 EA	3.75
NOTICE OF APPOINTMENT AS ELECTION OFFICER	45	.25 EA	11.25
ELECTION OFFICER'S DIGES ¹	60	.75 EA	45.00
ELECTION OFFICER ENVELOPES / OUTGOING & RETURN	15	1.00 PREC	15.00
INSTRUCTIONS TO INSPECTOR	17	.25 EA	4.25
PRECINCT SUPPLY SETS	15	30.00 SET	450.00
ABSENT VOTER CANVASS SET	1		30.00
SAMPLE SET	1	30.00 SET	30.00
POLLING PLACE LOCATION REPORT	1		257.50
SELF-MAILER SAMPLE BALLOT PAMPHLETS 8 PAGES POST- CARD BACK 11 X 8 1/2 INCL CANDIDATES STATEMENT	23000		3915.00
OFFICIAL BALLOTS 52 HOLE / ONE SIDE	17500		2025.00
DEMONSTRATION BALLOTS	750		37.50
DUPLICATE BALLOTS	100		50.00

CITY OF LODI
221 WEST PINE STREET
LODI, CA 95240-1910

FEBRUARY 17, 1988

TEST BALLOTS	100		50.00
GRAY / SECRECY ENVELOPES	17500	40.00 M	700.00
BALLOT COUNTER / MICROS-PROGRAMMING (NO OPERATOR)	1	500.00 EA	500.00
ROSTER INDEXES	21000		550.00
STREET INDEXES / FOUR SETS	21000		550.00
ELECTION NIGHT SUPPLY	1	30.00 EA	30.00

TAXABLE TOTAL			\$ 11865.25
6% SALES TAX			\$ 711.92

			\$ 12577.17
AFFIXING POLLING PLACE AND ADDRESS LABELS	21000		525.00
INK JET			
DELIVERY OF MAIL TO POST OFFICE	2		200.00
DELIVERY OF SUPPLIES	1		100.00
TYPE ELECTION OFFICER APPOINTMENT FORMS	15	5.00 PREC	75.00
SPANISH TRANSLATIONS	1		200.00
ELECTION OFFICERS CLASS	1		100.00
SAN JOAQUIN COUNTY COMPUTER TAPE FEES	1	76.50 TAPE	76.50

NONTAXABLE TOTAL			\$ 1276.50

			\$ 13853.67

GENERAL MUNICIPAL ELECTION-04/12/88

The pamphlet cost is based on side-by-side English only statements for up to six candidates.

Our standard pamphlet is printed with a Postcard Absentee Application similar to the Lodi pamphlet. A less expensive pamphlet can be printed at your request.

We can "Carrier Route Sort" your sample ballot mail for lower postage rates and better delivery. Cost for this service is included.

We can type all election officer appointment forms at a charge of \$5.00 per precinct.

We can secure the services of a Spanish translator for your translations. Payment should be made directly to the translator.

Included in the cost is an alphabetical listing of each voter of your city with his polling place location listed by his name. This "Polling Place Location Report" is available 10 days before your election and will provide information in order that your staff can answer calls from voters asking where they vote.

Election Code Section 15205 allows the city to use one inspector and two judges in the polling place when using an automated ballot for a savings of approximately \$525.00 in election worker salaries.

Martin & Chapman Co. has developed a new procedure for handling the increasing number of absentee ballots. This procedure includes supplying special self-stick name and address labels for each registered voter as well as labels with the City Clerk's name and address. The envelopes, applications and other materials have also been updated to utilize these labels. This will save considerable clerical time as well as assist in processing. The cost for the labels is \$30.00 per one thousand voters. The City Clerk return address labels are \$50.00 per 1000 labels.

We will be happy to conduct an election officer training class for your workers. The cost is \$100.00 per class plus travel expenses.

In the event that more or less supplies are actually furnished than is shown in this letter, those supplies will be billed according to the unit price shown for each item. Estimated pamphlet prices are based on number of registered voters and number of pages and may increase or decrease accordingly.

In addition to our charges, you should budget for publication of notices, Registrar of Voters charges, postage, election officers salaries and polling place rental.

If you have any questions regarding the foregoing, please feel welcome to call at any time to discuss them.

We trust that this meets with your approval and that we may have the pleasure of working with you throughout the election season.

Sincerely,

MARTIN & CHAPMAN CO.



M. Paul Marshall

MARTIN & CHAPMAN Co.

2131 BIXBY ROAD • LAKEWOOD, CALIFORNIA 90712-4168
213 425-2511

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1988 FEB 13 AM 10:04

ALICE M. REIMCHE
CITY CLERK
CITY OF LODI

February 17, 1988

Alice M. Reimche, City Clerk
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Lodi, CA 95240

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MARTIN & CHAPMAN CO.



M. Paul Marshal