



Agenda Report

June 15, 2015

TO: Honorable Mayor and City Council

FROM: City Clerk

SUBJECT: AMENDMENT TO CONTRACT NO. 22,028 WITH MARTIN & CHAPMAN COMPANY FOR PROFESSIONAL ELECTION SERVICES AND SUPPLIES TO INCREASE THE NOT-TO-EXCEED AMOUNT BY \$26,500 FROM \$510,000 TO \$536,500

RECOMMENDATION:

It is recommended that the City Council:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
- (2) Authorize the City Clerk to retroactively amend Contract No. 22,028 with Martin & Chapman Company for professional election services and supplies for the March 10, 2015 consolidated City of Pasadena and Pasadena Unified School District Primary Nominating Election, and the April 21, 2015, General Municipal Election to increase the not-to-exceed amount by \$26,500 from \$510,000 to \$536,500.

BACKGROUND:

On October 20, 2014, the City Council authorized the City Clerk to contract with Martin & Chapman Company for professional election services and supplies in support of the March 10, 2015 Primary Nominating Election and the April 21, 2015 General Municipal Election in an amount not-to-exceed \$445,000. As was noted at the time of the original contract approval, a number of unknown factors could likely cause the actual election service and supply costs to exceed original estimates, potentially necessitating an increase to the contract and/or a budget amendment.

On April 27, 2015, the City Council authorized an amendment to Contract No. 22,028 in the amount of \$65,000 to cover additional election expenses incurred and postage paid to the vendor for the mailing of voting materials (the postage amounts were not contemplated as part of the original contract, since prior practice was for the City to pay a third party mailing house directly). However, the amended contract amount inadvertently omitted the postage amount paid for the April General Election, as well as some additional election costs incurred. Therefore, a second amendment is required to cover these additional expenses. Consequently, it is recommended that the City Council authorize the City Clerk to enter into a second amendment to Contract No. 22,028, increasing the not-to-exceed amount by \$26,500 from \$510,000 to \$536,500. This action will close out the final expenditures related to the 2015 March and April Primary and General elections.

The following chart provides some additional information regarding Contract No. 22,028 and provides a breakdown of changes made to the contract:

Description	Amount
Proposed amount submitted by Martin & Chapman for 2015 March and April Election Services	\$543,966
Original contract amount recommended by staff and approved by City Council	\$445,000
Amount paid to Martin & Chapman for postage (not contemplated as part of the original contract approval)	\$51,025
Additional election services and supplies incurred to adequately administer the March and April Primary and General Elections	\$40,421
Final not-to-exceed amount recommended by staff to be paid to Martin & Chapman Company	\$536,500

FISCAL IMPACT:

The total adopted Fiscal Year 2015 Elections Budget is \$763,613 (Account No. 101-263000). Sufficient funding exists in the adopted budget such that increasing the not-to-exceed amount of Contract No. 22,028 by \$26,500 does not change the overall elections budget and no additional appropriation of funds is necessary or requested as part of this action.

Respectfully submitted,



Mark Jomsky
City Clerk, CMC