

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Stephen Craigen, Elections/Records

PROGRAM: Elections

SUBJECT: Elections Payable - Professional Services/Contracts

<p>Approval is sought for a payable for envelope printing, inserting and mailing for the 2024 general election. The invoice is \$7,943.53, which is over \$5,000, and requires Commissioner approval. This is a yearly routine expense for conducting an election, and has been budgeted.</p>	<p>() <u>ACTION REQUESTED:</u> Please approve and sign the attached payable to BMS Technologies in the amount of \$7,943.53.</p>
---	---

ATTACHMENTS: Payable

Date: (11/01/2024) Submitted By: (Stephen Craigen)

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List)

To be notified of Meeting: Dan Lonai

Needed at Meeting:

Scheduled for meeting on: November 6, 2024

Action taken:

Follow-up:

UMATILLA COUNTY PAYMENT REQUEST

PEID - AC	14152	Call Finance for PEID #
NAME	Bend Mailing Services / BMS Technologies	
ADDRESS		
ADDRESS	20901 Cooley Rd	
CITY, STATE, ZIP	Bend, OR 97701	

AUTHORIZATION-APPROVAL

DEPARTMENT	SIGNATURE	DATE PAID
CFO	SIGNATURE (IF OVER \$5,000)	
BOARD	DATE - ATTACH APPROVAL	CHECK NUMBER
SUBMITTED	10/31/2024	RETURN - HOLD

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES
\$7,943.53	353000-530012	Ballot insertion for General 2024	9100391	\$7,943.53	10/30/2024	

\$7,943.53 PAGE TOTAL
\$7,943.53 GRAND TOTAL

Office Use: Pretravel Auth rec: _____ Contract Reviewed: _____ Routine: _____
Office Use: Tax ID Reviewed: _____ Quotes: _____ Bids: _____



20901 Cooley Rd
Bend OR 97701
(541)388-0789

Umatilla County Elections
ATTN: Kim Lindell
216 SE 4th St Ste 18
Pendleton OR 97801-2699

DATE	TERMS	DUE DATE
10/30/2024	Net 15	11/14/2024
INVOICE #		PO #
9100391		

DESCRIPTION	AMOUNT
BALLOT PROCESSING (See Attached Report)	\$7,943.53



20901 COOLEY RD
BEND OR 97701

TOTAL	\$7,943.53
PAYMENTS/CREDITS	\$0.00
BALANCE DUE:	\$7,943.53

UMATILLA COUNTY ELECTIONS
ATTN: KIM LINDELL
216 SE 4TH ST STE 18
PENDLETON OR 97801-2699

BMS TECHNOLOGIES
20901 COOLEY RD
BEND OR 97701-3406



UMATILLA COUNTY

Election Date: November 05, 2024

Quantity: 50,128

Ballot Processing using Enhanced Method

Description

20241105_UMA_009_MAIN_NTX_MF_3 (1 additional with 2 pieces matching)

<u>Quantity</u>	<u>Price</u>	<u>Total</u>
50,128	\$0.145	\$7,268.56
50,128		\$7,268.56

Misc. Charges

Description

Expense for shredding pulled ballots
 Ballot pulls after completion and palletization
 Pallet Storage (\$15 per pallet per month for 6 months - October through March)
 Charge to deliver ballots to Post Office (SHIPMENT-D)

<u>Quantity</u>	<u>Price</u>	<u>Total</u>
25	\$0.006	\$0.15
25	\$1.000	\$25.00
4	\$90.000	\$360.00
1	\$289.820	\$289.82
		\$674.97

Total \$7,943.53