

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 2025 Special election. The invoice is \$8,154.89 less a credit of \$526.35 for a total of \$7,628.54, 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> Approve and sign the attached payable to BMS Technologies in the amount of \$7,628.54.</p>
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ATTACHMENTS: Payable

Date: (6/13/2025) Submitted By: (Dan Lonai)

*****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: June 18, 2025


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	

DEPARTMENT	DATE PAID
CFO	
BOARD	
SUBMITTED	6/4/2025

AUTHORIZATION-APPROVAL	
 <small>SIGNATURE (IF COVER \$ > 1000)</small>	
DATE - ATTACH APPROVAL	CHECK NUMBER
6/4/2025	RETURN - HOLD

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES
\$8,154.89	353000-530012	Ballot insertion for May 2025	9100414	\$8,154.89	5/6/2025	
-\$526.35	353000-530012	Credit for Ryder Elections Services Error-Replacement Ballot Insertion	95656	-\$526.35		

\$7,628.54 PAGE TOTAL	Office Use: Pretravel Auth rec: _____	Contract Reviewed: _____	Routine: _____
\$7,628.54 GRAND TOTAL	Office Use: Tax ID Reviewed: _____	Quotes: _____	Bids: _____

UMATILLA COUNTY

Election Date: May 20, 2025

Quantity: 53,902

Ballot Processing using Enhanced Method

<u>Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Total</u>
20250520_UMA_002_MAIN_NTX_2 (0 additional with 2 pieces matching)	43,134	\$0.135	\$5,823.09
20250520_UMA_003_MAIN_BTH_2 (0 additional with 2 pieces matching)	7,138	\$0.135	\$963.63
20250520_UMA_063_REPLACEMENT_NTX_RP_3 (1 additional with 2 pieces matching)	3,630	\$0.145	\$526.35
	53,902		\$7,313.07

Misc. Charges

<u>Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Total</u>
Inline Ballot Pulls	72	\$0.100	\$7.20
Ballot pulls after completion and palletization	138	\$1.000	\$138.00
Expense for shredding pulled ballots	210	\$0.006	\$1.26
Charge to deliver ballots to Post Office (SHIPMENT-D)	1	\$335.360	\$335.36
Pallet Storage (\$15 per pallet per month for 6 months - April through September)	4	\$90.000	\$360.00
			\$841.82

Total \$8,154.89



20901 Cooley Road
Bend OR 97701

Credit Memo

DATE	CREDIT NO.
6/3/2025	95656

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

PROJECT	P.O. NO.
Ballot Processing Cr...	

DESCRIPTION	QTY	RATE	AMOUNT
Ballot Processing - Credit for replacement ballot mailing paid for by Ryder Elections		526.35	-526.35
Total			-\$526.35