

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only  
(X) Action

FROM (DEPT/ DIVISION): Dan Lonai, Administrative Services

PROGRAM: Elections

SUBJECT: Elections Payable - Envelopes

<p>Attached is a payable for envelope printing, stuffing and mailing for the May election. The invoice is \$6,968.97, 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 \$6,968.97.</p>
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ATTACHMENTS: Payable

Date: (5/06/2022) Submitted By: (Dan Lonai)

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

Checkoffs:

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

To be notified of Meeting:

Needed at Meeting:

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Scheduled for meeting on: May 24, 2022

Action taken:

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Follow-up:

## UMATILLA COUNTY PAYMENT REQUEST

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

### AUTHORIZATION-APPROVAL

<b>DEPARTMENT</b>	SIGNATURE	<b>DATE PAID</b>
<b>CFO</b>	SIGNATURE IF OVER \$3,000	
<b>BOARD</b>	DATE - ATTACH APPROVAL	<b>CHECK NUMBER</b>
<b>SUBMITTED</b>	5/4/2022	RETURN - HOLD

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES
\$6,968.97	3530-55010	Ballot insertion	77260	\$6,968.97	5/3/2022	

<b>\$6,968.97 PAGE TOTAL</b>	Office Use: Pretravel/ Auth rec: _____	Contract Reviewed: _____	Routine: _____
<b>\$6,968.97 GRAND TOTAL</b>	Office Use: Tax ID Reviewed: _____	Quotes: _____	Bids: _____



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

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

**Invoice**

DATE	INVOICE #
5/3/2022	77260

P.O. NO.	TERMS	DUE DATE	PROJECT
	Net 15	5/18/2022	Election - May

  

QTY	DESCRIPTION	RATE	AMOUNT
48,186	Ballot Processing - Enhanced Method - #10 envelope, ballot, #9 envelope, 1 insert (2 pieces matching)	0.13	6,264.18
5	Pallet Storage (\$15.00 per pallet per month for 6 months)	90.00	450.00
	Charge to deliver ballots to Post Office - exact rate	254.79	254.79
	Additional Miscellaneous Charges (See Attached Report)	0.00	0.00

Total	\$6,968.97
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$6,968.97</b>