



Legislation Text

File #: 19-1293, **Version:** 1

Elections Department recommending the Board approve and authorize the Purchasing Agent to sign agreement 4170 with Missouri Flat Storage Depot for lease of two storage units for the term, with a retroactive effective date of July 1, 2019, on a month to month basis for up to one year through June 30, 2020, for a total amount up to \$8,042. (Est. Time: 5 Min.)

FUNDING: HAVA 301 Funds.

DISCUSSION / BACKGROUND

The Elections Department recently purchased a new voting system, inbound sorters and other equipment in order to transition to Vote Centers. The arrival, set up and implementation of the new system and equipment in time for the August 27th Special Election resulted in the Election Department needing to move out and surplus the old voting system and polling place equipment and make room for the redesign of space within the Elections Department for the new processes.

The Department worked with Procurement and Contracts to initiate the surplus process of the equipment in May 2019, shortly after the Board approved the implementation of Vote Centers. The new equipment arrived in July, necessitating the Department to lease storage units for the equipment until the surplus process was completed. It is expected that the equipment will remain in storage until such time that it can be handled by the surplus process. A month to month lease for one year was signed, with the expectation that the equipment will be moved out much sooner than that.

Rental cost for two storage units is \$666 per month, including insurance of \$12 per month per storage unit, plus a one time administration fee of \$25 per unit. Insurance was purchased at the request of the Risk Management.

ALTERNATIVES

N/A

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Procurement and Contracts

CAO RECOMMENDATION / COMMENTS

It is recommended that the Board approve this item.

FINANCIAL IMPACT

Monthly cost of \$666 per month and is covered by HAVA 301 funds.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

N/A

CONTACT

Bill O'Neill

x7505