

Mayor and Council Communication

DATE: 04/13/21

M&C FILE NUMBER: M&C 21-0268

LOG NAME: 1105012021GENERALELECTION TARRANT

SUBJECT

(ALL) Authorize Execution of a Joint Election Agreement and Contract with the Tarrant County Elections Administrator for Election Services for the General Election to be Held on May 1, 2021, for the Purpose of Electing a Mayor and Council Members for City Council Districts 2, 3, 4, 5, 6, 7, 8, and 9 in the Estimated Amount of \$149,938.54 Plus Contingency, Authorize Payment of a Seventy-Five Percent Deposit of the Estimated Cost in the Amount of \$112,460.00, and Authorize Payment of the Final Invoice in an Amount Not to Exceed \$67,466.24, which Includes a Fifteen Percent Contingency

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the execution of a Joint Election Agreement and Contract with the Tarrant County Elections Administrator for election services for the General Election to be held on May 1, 2021, for the purpose of electing a Mayor and Council Members for City Council Districts 2, 3, 4, 5, 6, 7, 8, and 9 in the estimated amount of \$149,938.54 plus contingency;
 2. Authorize payment to the Tarrant County Election Administrator of a 75 percent down payment of the total estimated cost in the amount of \$112,460.00; and
 3. Authorize payment of the final invoice in an amount not to exceed \$67,466.24, which includes a 15 percent contingency.
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DISCUSSION:

On January 26, 2021, the City Council adopted Ordinance 24687-01-2021 calling a General Election for Saturday, May 1, 2021 for the purpose of electing a Mayor and Council Members for City Council Districts 2, 3, 4, 5, 6, 7, 8, and 9.

The Joint Election Agreement and Contract provides for election services, equipment, supplies and ballots needed to conduct the election, including the training and compensation of election judges and clerks, preparation and distribution of ballots, arranging for the use of public facilities for early voting and election day and conducting early voting and election day voting.

The estimated cost of the election is \$149,938.54 plus contingency. The City is required to pay a deposit of approximately 75 percent before the election is held. This Mayor and Council Communication (M&C) authorizes the City Council to pay the deposit in the amount of \$112,460.00 before the election is held. A final invoice for the total election costs will be submitted after the election. This M&C requests authorization to pay the final invoice in an amount not to exceed \$67,466.24.00, which is the balance of the estimated total plus a 15 percent contingency. If there is a run-off election, the costs of the run-off election will be billed separately after the run-off is completed.

A Form 1295 is not required because: This contract will be with a governmental entity, state agency or public institution of higher education: Tarrant County

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendations and execution of the contract. Prior to any expenditure being incurred, the City Secretary Department has the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: ALL ACMS 6111

Originating Business Unit Head: Mary Kayser 6161

Additional Information Contact: Ron Gonzales 6164

