



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Clerk-Recorder-
Assessor
Department No.: 062
For Agenda Of: April 22, 2008
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Select_Vote

TO: Board of Supervisors

FROM: Department Joseph E. Holland
Director(s) 805-568-2558
Contact Info: Renee Bischof
805-568-3988

SUBJECT: Purchasing Bid Waiver Request

County Counsel Concurrence

As to form: No

Other Concurrence: Purchasing

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

Authorize the County Purchasing Agent to procure the OPEX MPE 7.5 mail extracting equipment for use by Elections in processing absentee ballots without being required to conduct a formal bid.

Summary Text:

The Election Division entered into an agreement with OPEX Corporation to test this equipment for the purpose of processing absentee ballots cast by mail in the February 2008 Election. The equipment proved to create greater operating efficiencies by automating the time consuming manual process of opening and extracting absentee ballots cast by mail. Of the various systems researched, the OPEX MPE 7.5 mail extractor was the only system that offered the capability of opening the ballot envelope from three sides and automatically extracting the ballot from the envelope. These added features created the best automation solution to meet our business needs. The department has had a long standing business relationship with OPEX for the leases of smaller equipment and considers OPEX a reputable vendor capable of providing the department with quality business solutions.

Pursuant to County Code 2-39, the department is requesting your board to waive the competitive bid process for purchase of the mail extracting equipment at a cost not to exceed \$100,000.

Background:

In every State Election, the County processes about 65,000 ballots cast by mail. Prior to the 2008 February Election, each ballot envelope cast by mail was manually opened and the ballot manually extracted, making this a time and resource intensive process. With the continued increase in absentee voting, the number of ballots cast by mail is expected to continue to increase. The use of the OPEX MPE 7.5 mail extractor is expected to absorb this workload increase by automating the process and creating greater operating efficiencies for the division. An additional benefit of using the OPEX MPE 7.5 is increased secrecy of voted ballots.

Performance Measure:

Fiscal and Facilities Impacts:

Budgeted: Yes

The cost associated with this bid waiver is included in the Clerk-Recorder-Assessor’s Fiscal Year 2007-08 Adopted Budget.

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 100,000.00		
State			
Federal			
Fees			
Other:			
Total	\$ 100,000.00	\$ -	\$ -

Narrative:

Staffing Impacts:

Legal Positions:

FTEs:

Special Instructions:

Return a copy of the minute order to Rose Rodarte in the Clerk-Recorder-Assessor Department and to John McMillan in Purchasing.

Attachments:

Authored by:

Rose Rodarte

cc: