

**PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY
OF MANHATTAN BEACH AND MARTIN & CHAPMAN COMPANY**

THIS AGREEMENT is made this 5th day of November, 2014 by the CITY OF MANHATTAN BEACH, a municipal corporation ("CITY"), and MARTIN & CHAPMAN COMPANY, a California Corporation ("CONTRACTOR").

RECITALS

The following recitals are a substantive part of this Agreement:

1. CITY desires to obtain election consulting services regarding the General Municipal Election to be held on March 3, 2015 ("Election Day"); and
2. CONTRACTOR is qualified by virtue of experience, training, education, and expertise to accomplish these services.

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term of Agreement.** This Agreement shall terminate on June 30, 2015, unless earlier terminated as provided below.

1.1 **Termination.** CITY shall have the right to terminate this Agreement, without cause, by giving 7 days' written notice. CONTRACTOR shall have the right to terminate this Agreement, without cause, by giving 30 days' written notice. Upon receipt of a termination notice, CONTRACTOR shall:

- (1) promptly discontinue all services affected (unless the notice directs otherwise); and
- (2) promptly deliver all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by CONTRACTOR in performing the Agreement to CITY, whether completed or in progress. CONTRACTOR shall be entitled to reasonable compensation for the services it performs up to the date of termination.

2. **Services to be Provided.** CONTRACTOR shall provide all necessary election advice, supplies, and services for the CITY'S March 3, 2015 General Municipal Election, as further described in Exhibit A, Scope of Services, which

is attached hereto and incorporated herein by this reference.

3. **Compensation.** CONTRACTOR shall be compensated as follows:

3.1 **Amount.** Except as provided in Section 3.3, Compensation under this Agreement shall not exceed \$60,000.

3.2 **Payment.** For work under this Agreement, payment shall be made in two installments as identified in Exhibit B.

3.3 **Expenses.** CONTRACTOR may receive reimbursement for additional expenses if approved in writing by the City Manager prior to CONTRACTOR incurring such expense. Under no circumstances shall any such additional expenses exceed \$5,000.

4. **Professional Standards.** CONTRACTOR shall maintain or exceed the level of competency presently maintained by other similar practitioners in the State of California, for professional and technical soundness, accuracy and adequacy of all work, advice, and materials furnished under this Agreement.

5. **Time of Performance.** CONTRACTOR shall complete all services required hereunder as and when directed by CITY. However, CITY, in its sole discretion, may extend the time for performance of any service. CONTRACTOR shall have all votes counted by twelve midnight (12:00 A.M.) on Election Day. If CONTRACTOR fails to do so, CONTRACTOR shall waive all charges to CITY for ballot counter rental.

6. **Employees and Subcontractors.** CONTRACTOR may, at CONTRACTOR'S sole cost and expense, employ such other person(s) as may, in the opinion of CONTRACTOR, be needed to comply with the terms of this Agreement, if such person(s) possess(es) the necessary qualifications to perform such services. If such person(s) is/are employed to perform a portion of the scope of work, the engagement of such person(s) shall be subject to the prior approval of the CITY.

7. **Insurance Requirements.** CONTRACTOR shall not commence work under this Agreement until it has obtained CITY approved insurance and provided CITY with original endorsements. CONTRACTOR shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services by the CONTRACTOR, its agents, representatives, employees or subcontractors. CONTRACTOR shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. CONTRACTOR shall maintain limits no less than: (1) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is

used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability*: \$1,000,000 per accident for bodily injury and property damage; and (3) *Workers' Compensation and Employer's Liability*: Workers' compensation limits as required by the Labor Code of the State of California. The insurance provided by CONTRACTOR shall be primary to any coverage available to CITY. Any deductibles or self-insured retentions must be declared to and approved by CITY.

8. **Non-Liability of Officials and Employees of the CITY.** No official or employee of CITY shall be personally liable for any default or liability under this Agreement.

9. **Non-Discrimination.** CONTRACTOR covenants there shall be no discrimination based upon race, color, creed, religion, sex, sexual orientation, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.

10. **Independent Contractor.** The parties agree, understand and acknowledge that CONTRACTOR is not an employee of the CITY, but is solely an independent contractor. CONTRACTOR expressly acknowledges and agrees that CITY has no obligation to pay or withhold state or federal taxes or to provide workers' compensation or unemployment insurance or other employee benefits and that any person employed by CONTRACTOR shall not be in any way an employee of the CITY. As such, CONTRACTOR shall have the sole legal responsibility to remit all federal and state income and social security taxes and to provide for his/her own workers compensation and unemployment insurance and that of his/her employees or subcontractors. Neither CITY nor any of its agents shall have control over the conduct of CONTRACTOR or any of CONTRACTOR's employees. CONTRACTOR shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of CITY. CONTRACTOR shall indemnify and hold harmless CITY and its elected officials, officers and employees, servants, designated volunteers, and agents serving as independent contractors in the role of CITY officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from CONTRACTOR's personnel practices. CITY shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to CITY from CONTRACTOR as a result of CONTRACTOR's failure to promptly pay to CITY any reimbursement or indemnification arising under this Section.

11. **Compliance with Law.** CONTRACTOR shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government.

12. **Ownership of Work Product.** All data, information, documents and drawings prepared for CITY and required to be furnished to CITY in connection

with this Agreement shall become the property of CITY, and CITY may use all or any portion of the work submitted by CONTRACTOR and compensated by CITY pursuant to this Agreement as CITY deems appropriate.

13. Conflict of Interest and Reporting. CONTRACTOR shall at all times avoid conflict of interest, or appearance of conflict of interest, in performance of this Agreement.

14. Notices. All notices shall be personally delivered or mailed to the below listed addresses. Unless either party has provided a different address in writing to the other party, these addresses shall be used for delivery of service of process.

a. Address of CONTRACTOR is as follows:

Scott Martin
Martin & Chapman Co.
1951 Wright Circle
Anaheim, CA 92806

b. Address of CITY is as follows:

City Clerk
City of Manhattan Beach
1400 Highland Ave
Manhattan Beach, CA 90266

(with a copy to):

City Attorney
City of Manhattan Beach
1400 Highland Ave
Manhattan Beach, CA 90266

15. Contractor's Proposal. This Agreement includes CONTRACTOR'S proposal, which is attached hereto as Exhibit C and incorporated herein. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

16. Licenses, Permits, and Fees. CONTRACTOR shall obtain a Manhattan Beach Business License, all permits, and licenses as may be required by this Agreement.

17. Familiarity with Work. By executing this Agreement, CONTRACTOR warrants that:

(1) it has investigated the work to be performed;

- (2) it understands the difficulties and restrictions of the work under this Agreement. Should CONTRACTOR discover any conditions materially differing from those inherent in the work or as represented by CITY, it shall immediately inform CITY and shall not proceed, except at CONTRACTOR's risk, until written instructions are received from CITY.

18. **Time of Essence.** Time is of the essence in the performance of this Agreement.

19. **Limitations upon Subcontracting and Assignment.** Neither this Agreement, or any portion, shall be assigned by CONTRACTOR without prior written consent of CITY.

20. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.

21. **Indemnification.** CONTRACTOR shall defend, indemnify, and hold harmless the CITY, its officials, and every officer, employee and agent of CITY (collectively "CITY") from any claim, liability or financial loss (including, without limitation, attorneys fees and costs), injuries to property or persons (including without limitation, attorneys fees and costs) arising out of any acts or omissions of CONTRACTOR, its officials, officers, employees or agents in connection with the performance of this Agreement, except for such claim, liability or financial loss or damage arising from the sole negligence or willful misconduct of the CITY, as determined by final arbitration or court decision or by the agreement of the parties. CONTRACTOR shall defend CITY, with counsel of CITY's choice, at CONTRACTOR's own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against CITY. CONTRACTOR shall reimburse CITY for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. CONTRACTOR's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by CONTRACTOR or CITY. All duties of CONTRACTOR under this Section shall survive termination of this Agreement.

22. **Modification.** This Agreement constitutes the entire agreement between the parties and supersedes any other agreements, oral or written. No promises, other than those included in this Agreement, shall be valid. This Agreement may be modified only by a written agreement executed by CITY and CONTRACTOR.

23. **California Law.** This Agreement shall be construed in accordance with the laws of the State of California. Any action commenced about this Agreement shall be filed in the appropriate branch of the Los Angeles County Municipal or Superior Court.

24. **Interpretation.** This Agreement shall be interpreted as though prepared by both parties.

25. **Preservation of Agreement.** Should any provision of this Agreement be found invalid or unenforceable, the decision shall affect only the provision interpreted, and all remaining provisions shall remain enforceable.

26. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that representations by any party not embodied herein, and any other agreements, statements, or promises concerning the subject matter of this Agreement, not contained in this Agreement, shall not be valid and binding. Any modification of this Agreement will be effective only if it is in writing signed by the parties. Any issue with respect to the interpretation or construction of this Agreement is to be resolved without resorting to the presumption that ambiguities should be construed against the drafter.

27. **Attorneys' Fees.** In the event that legal action is necessary to enforce the provisions of the Agreement, or to declare the rights of the parties hereunder, the parties agree that the prevailing party in the legal action shall be entitled to recover from the opposing party all of its attorneys' fees and other costs incurred in connection therewith, in addition to such other relief as may be sought and awarded.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the day and year first shown above.

CITY OF MANHATTAN BEACH

By _____

Mark Danaj, City Manager

CONTRACTOR

Martin & Chapman Company.

By  _____

Scott Martin, President / Owner

ATTEST:

Liza Tamura, City Clerk

APPROVED AS TO FORM:



Quinn M. Barrow, City Attorney

EXHIBIT A

SCOPE OF SERVICES

Contractor shall render the following services in connection with the City of Manhattan Beach's General Municipal Election to be held on Tuesday, March 3, 2015.

- a. Contractor shall furnish to the City the election services and supplies which shall include, but not be restricted to the following:
 - Pre-election, nomination, mail ballot, and precinct supplies
 - Reports – voter registration and polling places
 - Vote by mail tracking system
 - Vote by mail supplies
 - Voter information pamphlets
 - Ballots, including test/duplicate ballots and privacy sleeves
 - Ballot counting/election night supplies
 - Instruction and procedures manuals
 - Forms and notices
 - Mailing services
 - Delivery services
- b. Contractor shall be "on call" by telephone, meaning that Contractor shall be available at any time during regular business hours to the Contract Officer, or his/her designee, prior to and during the election, and until the completion of the official canvass of the election. During the same period, upon request by the Contract Officer, Contractor shall appear in person and work in cooperation with the Contract Officer, or his/her designee, upon any election task or problems which may arise. For the purposes of this Agreement, the "Contract Officer" shall be the City Clerk.
- c. Contractor shall furnish additional working forms, outlines, checklists and schedules that will aid the Contract Officer, or his/her designee, in keeping track of procedural details of the election. Such documents shall include, but are not limited to, forms, outlines, checklists and schedules identified in Contractor's "Election Handbook", "Order Form for Cities Conducting Own Election", and "City Information Fact Sheet Regarding Your Upcoming Election".
- d. Contractor shall prepare and mail the Voter Information Pamphlets to all eligible voters in the City no later than 21 days prior to the election.
- e. Contractor shall secure the services of qualified foreign language translators to ensure that all relevant election materials comply with the federal Voting Rights Act and State law.

- f. Contractor shall otherwise provide such special and unique services, in close cooperation with the Contract Officer, or his/her designee, as may be necessary for the successful conduct of the election.

EXHIBIT B

SCHEDULE AND METHOD OF COMPENSATION

1. Contractor shall submit to City a detailed invoice for the services performed pursuant to this Agreement. Each invoice shall describe in detail the services rendered during the period, the rates charged, and the supplies used, as applicable. Within 45 days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice.
2. City shall pay Contractor in two installments, after receipt of an invoice, in accordance with the following schedule:
 - A. After completion of services related to the candidate statement portion of the sample ballot pamphlet; and
 - B. After completion of the election.
3. Payment shall be made in accordance with the estimated prices included in Exhibit C. In the event that more or less supplies are actually furnished, either as requested by the City Clerk or as required by changes in the law, the actual amount of supplies provided to City will be billed accordingly. Estimated pamphlet prices are based on the number of registered voters and the election materials will be provided to voters in English; the City understands that the number of pages for the pamphlet may increase or decrease accordingly.

EXHIBIT C

CONTRACTOR'S PROPOSAL

Martin & Chapman Co.

1951 Wright Circle * Anaheim, California 92806 * 714/939-9866 * Fax 714/939-9870

CITY OF MANHATTAN BEACH
 OFFICE OF THE CITY CLERK
 1400 HIGHLAND AVE
 MANHATTAN BEACH, CA 90266-4728

OCTOBER 28, 2014

ESTIMATE FOR 2015 ELECTION

GENERAL MUNICIPAL ELECTION

March 3, 2015

Quantity	Description	Unit Price	Total
PRE-ELECTION SUPPLIES			
1	Calendar of Events	NC	NC
1	Election Handbook w/Resolutions, Forms, Notices, Manual	NC	NC
1	Elections Code of California	NC	NC
1	Election Night Procedures Manual	NC	NC
1	Email of Resolutions, Notices and Forms	\$20.00	\$20.00
PROCESSING OF COUNTY VOTER FILES RECEIVED			
1	E - 120 Day County Voter File	\$160.00	\$160.00
1	E - 54 Day County Voter File	\$200.00	\$200.00
1	E - 29 Day County Voter File	\$200.00	\$200.00
1	E - 14 Day County Voter File	\$200.00	\$200.00
120 DAY VOTER ID REPORT			
1	Voter Identification Report voters	32,188	\$273.60
1	Set of Out of State/Country Voter Labels	\$25.00	\$25.00
NOMINATION SUPPLIES			
1	Electronic Nomination Documents	\$50.00	\$50.00
25	Nomination Papers	\$0.50	\$12.50
25	Supplemental Nomination Papers	\$0.50	\$12.50
25	Candidate's Election Calendars	\$0.50	\$12.50
5	Petition in Lieu of Filing Fee	\$0.50	\$2.50
MILITARY AND OVERSEAS VOTER SUPPLIES			
1	Process Military and Overseas Voters	\$75.00	\$75.00
1	Ballot Groups	\$25.00	\$25.00
209	Labels of Military & Overseas (Out of Country) Voters	\$0.25	\$52.25
418	Labels of Election Official's Return Address	\$0.15	\$62.70
214	Outgoing Envelopes	\$0.25	\$53.50
214	Return Envelopes	\$0.25	\$53.50
214	Facsimile Ballots	\$0.25	\$53.50
214	Instructions to Voters	\$0.25	\$53.50
214	Oath of Voter	\$0.25	\$53.50

Quantity	Description	Unit Price	Total
VOTE-BY-MAIL BALLOT SUPPLIES			
8889	Generate 54 Day PVBM / VBM Voter Labels (54 day voters)	25.00+0.25	\$2,247.25
29	Generate 29 Day PVBM / VBM Voter Labels (29 day voters)	25.00+0.25	\$32.25
30	Generate 14 Day PVBM / VBM Voter Labels (14 day voters)	25.00+0.25	\$32.50
25	Correction Identification/Return Envelopes	\$0.35	\$8.75
25	Provisional Ballot Envelopes	\$0.35	\$8.75
11000	Instructions for Voters - 8.5 x 11	\$0.25	\$2,750.00
11000	Gray/Secrecy Envelopes	\$0.07	\$770.00
11000	Outgoing Envelopes - #14 w/ and w/o indicia	\$50.00+0.30 ea	\$3,350.00
9000	PVBM ID/Return Envelopes - #11 - Yellow	\$25.00+0.35 ea	\$3,175.00
2000	ID/Return Envelopes - #11 - White	\$25.00+0.30 ea	\$625.00
20	Voted Ballot Boxes for VBM Ballots-regular size	\$3.10	\$62.00
20	Seals for Voted Ballot Boxes	\$0.50	\$10.00
10	Add'l Voted Ballot Boxes for VBM Ballots-regular size	\$3.10	\$31.00
10	Seals for Voted Ballot Boxes	\$0.50	\$5.00
VBM TRACKING SYSTEM			
32593	Vote by Mail Tracking System / Active and Inactive Voters		\$1,990.76
PRECINCT SUPPLIES			
10	Precinct Supply Sets	\$110.00	\$1,100.00
1	Sample Set	\$110.00	\$110.00
1	Vote by Mail Canvass Set	\$45.00	\$45.00
2	Add'l "Unvoted Ballots" White Boxes for precincts>1300 voters	\$3.00	\$6.00
2	Add'l White Box Seals	\$0.25	\$0.50
11	Sets of "I VOTED" stickers (700 per precinct + sample kit)	\$5.00	\$55.00
11	Sets of <i>Opto-Mark</i> Pens for <i>Opto-Mark</i> Ballots	\$17.25	\$189.75
5	Table Cloths / Colored	\$5.00	\$25.00
1308	Roster pages / Active & Inactive Voters voters	32,440	\$1,122.60
1548	Street Index pages / Active & Inactive Voters / 4 sets per precinct		\$691.40
45	Election Officer Digests / 8.5 x 11 / 56 pages	\$3.00	\$135.00
12	Election Officer / Inspector's Guidelines & Checklists	\$3.00	\$36.00
45	Election Officer Appointment Forms	\$0.25	\$11.25
45	Election Officer Outgoing Window Envelopes	\$0.10	\$4.50
REPORTS			
54 DAYS BEFORE			
1	Voter Identification Report - (54 day reports) voters	32,477	\$336.05
1	Polling Place Location Report - (54 day reports) voters	32,477	\$336.05
29 DAYS BEFORE			
1	Voter Identification Report - (29 day reports) voters	32,455	\$335.87
1	Polling Place Location Report - (29 day reports) voters	32,455	\$335.87
SAMPLE BALLOT / VOTER INFORMATION PAMPHLETS			
17000	Sample Ballot Pamphlets / 7 of 10 pages /	3	\$5,700.00
3	<i>(this cost excludes pages of candidates statements paid for by candidates, invoiced separately)</i>		
PVBM INSERTS / VOTER INFORMATION PAMPHLETS			
11000	8.5 X 11 / 2 Panels - "A"		\$775.00
11000	11 x 17 / 4 Panels - "B"		\$1,550.00

Quantity	Description	Unit Price	Total
SAMPLE BALLOT MAILING LABELS			
1	NCOA (National Change of Address) Set-up charge	\$75.00	\$75.00
25216	NCOA Processing for Change of Address	\$0.00375	\$94.56
1	Mail Manager Automated Sort & Palletization	\$150.00	\$150.00
16325	Generate Voter Address Labels / 54 day labels		\$941.25
50	Generate Voter Address Labels / 29 day labels		\$27.50
66	Generate Voter Address Labels / 15 day labels		\$28.30
OFFICIAL BALLOTS AND SUPPLIES			
1	Official Ballots - Typeset Ballot / per side / English only	\$150.00	\$150.00
11000	Official Ballots / Vote by Mail	\$0.23	\$2,530.00
13200	Official Ballots / Precincts	\$0.23	\$3,036.00
300	Official Ballots / Test-Duplicates	\$0.23	\$69.00
24500	Total Official Ballots		
1	Test / Duplicate Overprint / each Card	\$25.00	\$25.00
12300	Gray Secrecy Envelopes - Rental	\$35.00	\$430.50
BALLOT COUNTING / ELECTION NIGHT SUPPLIES			
1	Election Night Supply Kit	\$35.00	\$35.00
30	Counted Ballot Seals / 2 per precinct + extras	\$1.00	\$30.00
1	Ballot Counter Rental / Card 1-side 1	\$3,750.00	\$3,750.00
10	Add'l Programing to count VBM's/Provisionals by precinct	\$20.00	\$200.00
1	Additional Ballot Counter Operator	\$650.00	\$650.00
1	Add'l Tally of Late VBM's & Provisional Ballots	\$600.00	\$600.00
SUBTOTAL			
		Subtotal / Taxable Items	\$42,472.26
		Sales Tax	0.09
			\$3,822.50
			\$46,294.76
MISCELLANEOUS SERVICES			
10	Type Election Officer Appointment Forms	\$15.00	\$150.00
1	Repair/maintenance/re-wrapping of Voting Booths / hour	\$25.00	\$25.00
TRANSLATIONS			
1	Department of Justice compliance requirements - Annual revision/editing of new and current materials for Notices, Sample Ballot pages, VBM Materials, and Precinct Supplies into all languages - bi-annual charge per city	\$300.00	\$300.00
MAILING SERVICES / SAMPLE BALLOTS			
1	54 Day File transfer to mailer, address machine setup	\$350.00	\$350.00
1	Ballot Group setups	\$30.00	\$30.00
16325	Affixing Address Labels / <20,000		\$750.00
1	Postal documentation	\$70.00	\$70.00
1	29 Day File transfer to mailer, address machine setup	\$250.00	\$250.00
1	Ballot Group setups	\$25.00	\$25.00
50	Affixing Address Labels	\$0.50	\$25.00
1	15 Day File transfer to mailer, address machine setup	\$100.00	\$100.00
1	Ballot Group setups	\$25.00	\$25.00
66	Affixing Address Labels	\$0.50	\$33.00

Quantity	Description	Unit Price	Total
POSTAGE ACTIVITY / SAMPLE BALLOTS			
	Postage Received from City / Check # 503657	(\$6,750.00)	
16143	Standard Rate Postage - 1st mailing-54 day file	\$3,894.76	
182	1st Class Postage - 1st mailing -Out of State/Country	\$385.24	
50	1st Class Postage - 2nd mailing-29 day file	\$46.00	
66	1st Class Postage - 3rd mailing-15 day file	\$60.72	
	Additional Postage Due (Credit for unused postage)	(\$2,363.28)	(\$2,363.28)
182	Affix Meter Tape 1st class Postage to Out State/Out Country	\$100.00	\$100.00
50	Affix Meter Tape 1st class Postage to Pamphlets-29 day	\$0.25	\$12.50
66	Affix Meter Tape 1st class Postage to Pamphlets-15 day	\$0.25	\$16.50
110	Affix Clear Tabs to International Mail	\$0.75	\$82.50
MAILING SERVICES / VOTE-BY-MAIL BALLOTS			
1	Track My Mail / tracking for VBM Ballots / Setup	\$150.00	\$150.00
8889	Track My Mail / ea	\$0.005	\$44.45
PVBM's			
8948	Addressing PVBM Envelopes and labels / 54 + 29 + 15 days	\$0.25	\$2,237.00
8788	Inserting PVBM materials into #14 Outgoing Envelopes/54 day only		\$2,247.00
1	Mail preparation, Postal Documentation	\$150.00	\$150.00
CITY CLERK'S VBM'S FOR ISSUING			
2000	Inserting VBM materials into #14 Outgoing Envelopes/54 day only		\$550.00
POSTAGE ACTIVITY / VOTE-BY-MAIL BALLOTS			
	Postage Received from City / Check # 503658	(\$1,975.00)	
8691	PVBM ballots	\$1,738.91	
97	PVBM ballots - Out of State	\$64.02	
	Additional Postage Due (Credit for unused postage)	(\$172.07)	(\$172.07)
97	Affix Meter Tape 1st class Postage to PVBM's - 54 Day file	\$0.25	\$24.25
DELIVERY SERVICES			
1	Deliver Sample Ballots to Post Office / 54 days	\$500.00	\$500.00
1	Deliver PVBM Ballots to Post Office	\$350.00	\$350.00
1	Deliver VBM Supplies to City	\$175.00	\$175.00
1	Deliver Precinct Supplies to City	\$500.00	\$500.00
1	Pickup Precinct Supplies after election from City	\$500.00	\$500.00
10	Pickup from & Return to County Warehouse - Ballot Boxes, etc.		\$350.00
	UPS/Fed Ex charges		\$326.00
	Total Nontaxable Items		\$7,912.85
TOTAL DUE THIS INVOICE			\$54,207.61
INFLATION FACTOR		10%	\$5,420.76
ESTIMATE FOR 2015 ELECTION			\$59,628.37