

# RESOLUTION OF THE CITY COUNCIL

No. 520

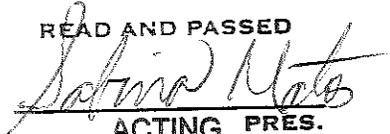
Approved December 8, 2017

RESOLVED, That the Members of the Providence City Council  
hereby Authorize Approval of the following Contract Award by the Board of  
Contract and Supply, in accordance with Section 21-26 of the Code of Ordinances.

The Allied Group  
(Board of Canvassers)

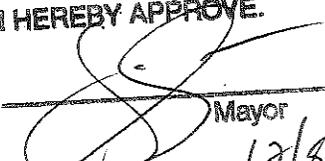
\$6,500.13

IN CITY COUNCIL  
DEC 07 2017

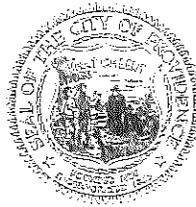
READ AND PASSED  
  
ACTING PRES.

  
CLERK

I HEREBY APPROVE.

  
\_\_\_\_\_  
Mayor  
Date: 12/8/17

MATTHEW M. CLARKIN, JR.  
INTERNAL AUDITOR  
25 DORRANCE STREET, ROOM #307  
PROVIDENCE, RI 02903  
Phone: (401) 421-7740 EXT. 577  
Fax: (401) 351-1056  
mclarkin@providenceri.com



City of Providence, Rhode Island  
Office of the Internal Auditor

November 7, 2017

Ms. Lori Hagen  
City Clerk's Office  
City of Providence  
25 Dorrance Street  
Providence, RI 02903

Dear Lori:

I am writing to request that the following requested contract awards be submitted to the City Council and the Finance Committee for approval.

- *Board of Canvassers* – Approval of payment to The Allied Group, 25 Amflex Drive, Cranston, RI in the amount of \$6,500.13 for services rendered to assist the Board of Canvassers with sorting, folding, and mailing of National Change of Address (NCOA) notices to registered voters in Providence.

Sincerely,

A handwritten signature in black ink that reads "Matthew M. Clarkin, Jr." with a stylized flourish at the end.

Matthew M. Clarkin, Jr.  
Internal Auditor

Cc: Al Buco, Acting Director of Public Property



CITY OF PROVIDENCE

Claudia J. Haugen, Chairperson | Renay Brooks Omisore, Clerk of the Board | Mercedes "Betty" Bernal, Commissioner

October 31, 2017

The Honorable Jorge O. Elorza  
Chairman, Board of Contract and Supply  
City Hall  
Providence, Rhode Island 02903

Re: Request to pay The Allied Group for assisting the Board of Canvassers with sorting, folding and mailing NCOA notices to voters throughout the city.

Dear Mayor Elorza:

The Board of Canvassers respectfully requests approval to pay The Allied Group for services rendered to assist us with sorting, folding and mailing out the NCOA notices to registered voters through-out the city. NCOA (National Change of Address) is a mailing done on off election years and is required by law. These notices are mailed out to voters throughout the city that may no longer live at the voting address on file; the notices allow voters to update their voter registration. The amount to be approved should not exceed \$6,500.13.

Funds are available in account 101-904-54020.

Sincerely,

Claudia J. Haugen  
Chairperson, Board of Canvassers

**BOARD OF CANVASSERS**

Providence City Hall | 25 Dorrance Street Room 102 Providence, Rhode Island 02903  
401 421 0495 ph | 401 421 9397 fax  
[www.providenceri.com](http://www.providenceri.com)



Print • Kit • Mail • Fulfill

25 Amflex Drive, Cranston, RI 02921  
(401) 946-6100 Fax (401) 942-8214

INVOICE NO.

210767

INVOICE DATE

8/16/2017

**BILL TO**

City Of Providence  
Accounts Payable  
25 Dorrance St Rm 102  
Providence, RI 02903

ACCT. NO.	WEB NO.	TERMS	SALES REPRESENTATIVE	SLS. NO.		
150975		Net 30	Peter Rainone	81		
JOB / REL	QTY	INVOICE DESCRIPTION		UNIT PRICE	EXT	TX
J: 1153818 R: 4446651	16,667	NCOA MAILING: NCOA MAILING		\$390.00/M	\$6,500.13	N
		PO: Kathy Placencia	Mailing Mailing			
		Ship Via:				

SUBTOTAL: \$6,500.13  
 SHIPPING/HANDLING: \$0.00  
 TAX: \$0.00  
 INVOICE TOTAL: \$6,500.13

**Remit To:** The Allied Group  
 25 Amflex Drive  
 Cranston, RI 02921

Allied is not required to be registered to collect Sales/Use tax in states other than: RI, MA, and CT.  
 For all other states, please remit applicable tax to appropriate state taxing authority.