

**Standard Purchasing Resolution 2: Award to Sole Bidder Meeting Specifications –
Printing and Distribution of 2025 and 2026 Summer/Winter Tax Bills**

Resolution #2025-04-058-J-4a

RESOLVED, That Troy City Council hereby **AWARDS** a two (2) year contract with the option to renew upon mutual consent of both parties at the same prices, terms and conditions for three (3) additional years to provide Printing and Distribution of Troy Summer and Winter Tax Bills to *LaserCom, LLC* of Troy, MI; for an estimated annual cost of \$13,840.00, plus the actual cost of first class postage; not to exceed annual budgetary limitations at prices contained in the bid tabulation opened April 3, 2025; a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with the contract expiring December 31, 2029.

Annual Cost	\$13,840.00
Total 2-Years	\$27,680.00
Total 3-Year Renewal	\$41,520.00
Contract 5-Year Total	<u>\$69,200.00</u>

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon contractor's submission of properly executed bid and contract documents, insurance certificates and all other specified requirements.

PURCHASE ORDER

No. 2025-00001519
DATE: 06/11/2025
PAGE: 1 of 1
FOB DESTINATION

Ship To

CITY OF TROY
City Treasurer
500 W BIG BEAVER RD
TROY, MI 48084

Bill To

CITY OF TROY
City Treasurer
500 W BIG BEAVER RD
TROY, MI 48084

VENDOR NO. 165197

COUNCIL RESOLUTION
2025-04-058-J-4a

Expire: 12/31/2025

Vendor

LASERCOM
2230 ELLIOTT DRIVE
TROY, MI 48083

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Each	LASER PRINTING OF 2025 SUMMER AND WINTER TAX BILLS	13,840.0000	\$13,840.00
1	Year	POSTAGE FOR 2025 SUMMER AND WINTER TAX BILLS	43,626.0000	\$43,626.00



Entered By: Nellie Bert

\$57,466.00

Special Instructions:

CITY COUNCIL AWARD DATE: 04-21-2025. Contract for Printing and Distribution of 2025 and 2026 Summer/Winter Tax Bills.

TERMS & CONDITIONS

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.

Nellie Bert

Vendor Name:	Lasercom LLC
City:	Troy, MI
Check #:	
Check Amount:	Bid Deposit in Escrow

PROPOSAL: PRINTING SERVICES FOR THE 2025 AND 2026 SUMMER/WINTER TAX BILLS IN ACCORDANCE WITH ALL BID SPECIFICATIONS.

Item	Description	Quantity Per Billing	Cost Per Billing
PROPOSAL A: LASER PRINTED TAX BILLS FOR EACH SUMMER AND WINTER			
1.	Information Statement (bank-coded) 8.5" x 11" 70# white offset stock, 2- color process on face, black on back.	12,000	\$720.00
2.	Tax Statement (non-bank-coded) 8.5" x 11" 70# white offset stock, 2- color process on face, black on back.	25,000	\$1,500.00
3.	Laser Imprint Face of Statement	37,000	Blank
PROPOSAL B: ENVELOPES			
1.	#10 Special Double Window Envelope 24# white wove stock; 2-color printing on front.	37,000	\$1,850.00
2.	#9 Reply Envelope 24# white wove stock; prints black on face and back.	25,000	\$1,000.00
PROPOSAL C: FULFILLMENTS			
1.	Information Statement (bank-coded) Fold form; insert form into window envelope; seal & presort first class permit.	12,000	\$600.00
2.	Tax Statement (non-bank-coded) Fold form; insert form and return envelope into window envelope; seal & presort first class permit.	25,000	\$1,250.00
PROPOSAL D: SET UP & PROGRAMMING CHARGE			
1.	One Time Set-up and Programming Charge		NC
PROPOSAL E: PRESORT & DELIVER TO POST OFFICE (do not include postage)			
1.	Presort	37,000	Included
2.	Delivery to Post Office	37,000	Included
Estimated Total Per Season :			\$6,920.00
Estimated Total (1 Year) :			\$13,840.00
Estimated Total (2 Years) :			\$27,680.00
Estimated Total (3 Year Renewal) :			\$41,520.00
Estimated Contract Grand Total :			\$69,200.00
Completion schedule can be met:		Y or N	Y
Location:			2230 Elliott, Troy
Contract Information Provided:		Y or N	Y
References:		Y or N	Y
Similar Project(s) Listed:		Y or N	Y
Payment Terms:			N 30
Exceptions:		Y or N	None
Acknowledgement:		Y or N	Y
Forms:		Y or N	Y
Cost breakdown provided:		Y or N	Y
Sample documents provided:		Y or N	Y

ATTEST:

(*Bid Opening conducted via a Zoom Meeting)

Renee Hazen

Andrew Chambliss

Nellie Bert

Dina Gates

Emily Frontera
Purchasing Manager



**CITY OF TROY
BID PROPOSAL**

ITB-COT 25-08
Page 1 of 5

The undersigned proposes to **FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE PRINTING SERVICES FOR THE 2025 AND 2026 SUMMER/WINTER TAX BILL PRINTING WITH AN OPTION TO RENEW FOR THREE (3) ADDITIONAL ONE (1) YEAR TAX PERIODS** in accordance with the attached specifications, which are to be considered an integral part of this proposal at the following prices:

COMPANY NAME: Lasercom

PROPOSAL: PRINTING SERVICES FOR THE 2025 AND 2026 SUMMER/WINTER TAX BILLS IN ACCORDANCE WITH ALL BID SPECIFICATIONS.

Item	Description	Quantity	Cost Per Billing
PROPOSAL A: LASER PRINTED TAX BILLS FOR EACH SUMMER AND WINTER			
1.	Information Statement (bank-coded) 8.5" x 11" 70# white offset stock, 2-color process on face, black on back.	12,000	720.00
2.	Tax Statement (non-bank-coded) 8.5" x 11" 70# white offset stock, 2-color process on face, black on back.	25,000	1500.00
3.	Laser Imprint Face of Statement	37,000	
PROPOSAL B: ENVELOPES			
1.	#10 Special Double Window Envelope 24# white wove stock; 2-color printing on front.	37,000	1850.00
2.	#9 Reply Envelope 24# white wove stock; prints black on face and back.	25,000	1000.00
PROPOSAL C: FULFILLMENTS			
1.	Information Statement (bank-coded) Fold form; insert form into window envelope; seal & presort first class permit.	12,000	600.00
2.	Tax Statement (non-bank-coded) Fold form; insert form and return envelope into window envelope; seal & presort first class permit.	25,000	1250.00
PROPOSAL D: SET UP & PROGRAMMING CHARGE			
1.	One Time Set-up and Programming Charge		NC
PROPOSAL E: PRESORT & DELIVER TO POST OFFICE (do not include postage)			
1.	Presort	37,000	Inc
2.	Delivery to Post Office	37,000	Inc



ATTACHMENT I

COST BREAKDOWN – SUPPLY INVENTORY

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE/THOUSAND</u>
1.	#10 Special Double Window Envelope - 24#	\$ <u>50</u> /K
2.	#9 Reply Envelope – 24#	\$ <u>40</u> /K
3.	8 ½ x 11, 70# white offset stock	\$ <u>30</u> /K
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____

COST BREAKDOWN:

The City of Troy requires a cost basis for those items included in the total cost above, which may fluctuate during the term of the contract. (I.e. paper) Please include with your bid proposal a complete list of unit prices for paper supply inventory at the time of bid submission. **(See Attachment I)**

ESTIMATED QUANTITIES:

Quantities stated are estimated and used for award purposes only. The numbers stated are based on past experience and may be increased or decreased depending on the actual number of bills needed over the contract period.

POSTAGE:

Tax Bills shall be sorted and mailed at the presorted first-class postage rate. The City is willing to pre-pay postage costs to the vendor provided they submit an invoice estimating postage costs at least 30 days prior to the mailing due date and then billed for the actual costs.

ADDITIONAL INFORMATION:

For additional information or questions concerning this project, please contact Renee Hazen, City of Troy Treasurer's Office, at **(248) 524-3332**.

COMPLETION SCHEDULE:

The vendor will be given a maximum of 7 calendar days to complete the printing and delivery to the post office the annual summer tax bills by July 1st each year and 7 calendar days to complete the printing and delivery of the annual winter tax bills by December 1st each year.

- ☒ Our company can meet this delivery schedule
☐ Our company cannot meet this delivery schedule but offers:

AWARD:

The evaluation and award of this bid shall be a combination of factors, including but not limited to: cost, professional competence, references, samples of similar projects, and the correlation of the proposal submitted to the needs of the City of Troy and any other factors considered to be in the City's best interest.

The City of Troy reserves the right to award this bid to the lowest total responsible bidder meeting specifications; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations.

BID DEPOSIT AND FORFEITURE:

The bid deposit of the lowest bidder shall be forfeited if, after bid opening, a change in the bid price or other provision of the bid is required by the bidder that is prejudicial to the interest of the City of Troy or fair competition. Failure to attach/submit a PDF copy of the bid deposit check may result in rejection of the submitted proposal as non-responsive or incomplete.

Upon award to the successful bidder, the bid deposit will be retained as a performance surety until successful completion of all contract requirements.

SERVICE FACILITY:

Location: 2230 E 11th St Troy

24-Hour Phone Number: 248-670-1120

Hours of operation: M-F 7-7

COMPANY NAME: Lasercom

DOWN PAYMENTS OR PRE-PAYMENTS:

Any bid submitted with terms or any provision in the bid which requires a down-payment or pre-payment of any kind prior to delivery and acceptance, as being in conformance with specifications will not be considered for an award.

DELIVERY:

The Vendor is responsible for the cost of delivery of the finished summer and winter tax bills to the Post Office. Delivery of the annual summer tax bills is required on or before July 1st each year. Delivery of the annual winter tax bills is required on or before December 1st each year. The City will pay for the actual cost of first class postage.

LIQUIDATED DAMAGES:

If delivery is delayed beyond the mandatory delivery date, liquidated damages of \$300.00 per day will be assessed against the bid surety for each working day beyond the mandatory delivery date except for acts of God such as tornado, flood, etc.

The successful bidder shall be considered in default of contract when the entire bid surety is forfeited due to enforcement of liquidated damages. The day designated by the City representative as the "electronic delivery date" of the files shall be considered Day 1. The successful bidder must have the completed summer and winter tax bills delivered to the Post Office within 7 calendar days from this date.

ADDITIONAL REQUIREMENTS:

1. At the conclusion of each season's tax bill printing, the awarded vendor will ship, at no charge to the City of Troy, *blank* stock for in-house tax bill printing (approximately 300 bills).
2. Each summer and winter tax season, the awarded vendor will mail test tax bills and envelopes (approximately 100 each season) to the City's bank for lockbox process testing.
3. At the conclusion of this contract, if requested by the City, the awarded vendor will ship, at no charge to the City of Troy, all *overstock* of envelopes to a location specified by the City of Troy.

REFERENCES:

The City of Troy requires that your company list at least three (3) clients from the public sector with whom you are currently doing business.

COMPANY: City of Troy
ADDRESS: _____
PHONE: _____ CONTACT: _____
EMAIL: _____

COMPANY: City of Auburn Hills
ADDRESS: 1500 Brown Rd Auburn Hills 48326
PHONE: 248-391-3777 CONTACT: Betty Meli
EMAIL: bmeli@auburnhills.org

COMPANY: Orion Township
ADDRESS: 2323 Joslyn Rd Lake Orion 48360
PHONE: 248-391-0304 CONTACT: _____
EMAIL: cguzanek@oriontownship.org

COMPANY NAME: Lusercom



SIMILAR PROJECT (S)

The City of Troy *requires that your company list at LEAST ONE CLIENT that has required completion of a similar project, and attach at least one sample document.*

PROJECT: We Are The Current Vendor
COMPANY: _____
PHONE: _____ CONTACT: _____
EMAIL: _____

THE SAMPLE DOCUMENT IS ATTACHED AND ENTITLED: _____

PROJECT: _____
COMPANY: _____
PHONE: _____ CONTACT: _____
EMAIL: _____

THE SAMPLE DOCUMENT IS ATTACHED AND ENTITLED: _____

PROJECT: _____
COMPANY: _____
PHONE: _____ CONTACT: _____
EMAIL: _____

THE SAMPLE DOCUMENT IS ATTACHED AND ENTITLED: _____

LOCAL PREFERENCE:

The City of Troy reserves the right to award a contract to a local business, one which pays City of Troy taxes (real and/or personal), if the bid of a local vendor is within 5% of the lowest responsive and responsible non-local bidder, then the local vendor is given one chance to match the low bid.

CONTRACT FORMS:

Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit, Certification regarding Debarment, the Certification regarding "Iran Linked Business" and the Familial Disclosure Forms and return with your bid proposal.

UNAUTHORIZED USE OF INFORMATION:

The successful bidder awarded a contract to provide the services requested in this bid document agrees that it will use the data provided solely to fulfill contract requirements. The sale, distribution or dissemination of data of any kind provided by the City of Troy for any purpose other than contractually specified is prohibited.

TERMINATION FOR CONVENIENCE:

The City may cancel the contract for its convenience, in whole or in part, by giving the contractor written notice 30 days prior to the date of cancellation. If the City chooses to cancel this contract in part, the charges payable under this contract shall be equitably adjusted to reflect those services that are cancelled.

SILENCE OF SPECIFICATIONS:

All materials, equipment and/or parts that will become a portion of the completed work including items not specifically stated herein but necessary to render the service(s) complete and operational per the specifications are to be included in the bid price. Vendor may be required to furnish evidence that the service, as bid, will meet or exceed these requirements.

COMPANY NAME: Lasercom

SIGNATURE PAGE

PRICES: Prices shall remain firm for 60 days or bid award whichever comes first except the successful bidder whose prices shall remain firm for the entire contract period. The contract will commence upon date of award and will expire December 31, 2026. The contract may be renewed for three (3) additional tax years based upon mutual consent of both parties within 90 days of contract termination at the same prices, terms, and conditions. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City.

Pricing may be adjusted annually due to fluctuations in paper costs. The increase/decrease requested must be verifiable mill increases or decreases. A dated, signed letter from the mill may be adequate proof of the increase or decrease at the City of Troy's option.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: David Grudzinski

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

TAX ID: 38-3229240

COMPANY: Lasercom LLC

ADDRESS: 2230 E 11th CITY: Troy STATE: MI ZIP: 48083

PHONE: (248) 585 2800 FAX NUMBER: ()

REPRESENTATIVE'S NAME: David Grudzinski

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: David Grudzinski (Print)

PAYMENT TERMS: N 30 EMAIL: dave@lasercomdata.com

BID CHECK #: Bond on file

DELIVERY / COMPLETION: **7 calendar days** (see "Presort and Deliver to Post Office", Bid Specifications, page 2 of 4)

EXCEPTIONS: Any exceptions, substitutions, deviations, etc. from the City of Troy specifications and this proposal must be stated below and reason(s) for the exception, substitution, or deviation are an integral part of this bid proposal offer:

ACKNOWLEDGEMENT:

I, David Grudzinski, certify that I have read the **Instructions to Bidders** (2 Pages) and that the bid proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, www.bidnetdirect.com/city-of-troy-mi and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: David Grudzinski

IMPORTANT: All City of Troy purchases require a SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law. Please include a copy of any relevant SDS at the time of bid submission.

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. FUNDS: All prices are to be quoted in U. S. Currency.



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

A **corporation** duly organized and doing business under the laws of the State of MI
for whom David Gudzinski, bearing the office title of Owner
_____, whose signature is affixed to this proposal, is duly authorized to execute contracts.

David Gudzinski

A **partnership**, all members of which, with addresses, is:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

_____	_____
-------	-------



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

David Grudzinski, being duly sworn deposed, says that he/she
(Print Full Name)

is Owner. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

David Grudzinski
SIGNATURE OF PERSON SUBMITTING BID

Joshua Salazar
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 2nd day of April, 2025 in and
for Oakland County.

My commission expires:

12/19/2027

JOSHUA SALAZAR
NOTARY PUBLIC, STATE OF MI
COUNTY OF MACOMB
MY COMMISSION EXPIRES Dec 19, 2027
ACTING IN COUNTY OF Oakland

Oakland



**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

☒ *I am able to certify to the above statements.*

Lasercom

Name of Agency/Company/Firm (Please Print)

David Grudzinski Owner

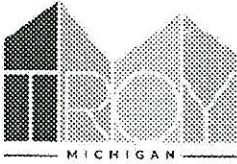
Name and title of authorized representative (Please Print)

David Grudzinski

Signature of authorized representative

Date

☐ *I am unable to certify to the above statements. Attached is my explanation.*



**VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	Lasercom LLC
Street Address	2230 Elliott
City	Troy
State, Zip	MI 48063
Corporate I.D. Number/State	38-3229240
Taxpayer I.D. #	

The undersigned, with: 1.)full knowledge of all of Vendors business activities, 2.)full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent:

David Grudzinski

Printed Name of Vendor's Authorized Agent:

David Grudzinski

Witness Signature:

Margaret Grudzinski

Printed Name of Witness:

Margaret Grudzinski



Proposer's Sworn and Notarized Familial Disclosure
(to be provided by the Proposer)

The undersigned, the owner or authorized officer of Lasercom (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of Lasercom and any member of the City of Troy City Council or City of Troy management.

List any Familial Relationships:

David Grudzinski
BIDDER:
Lasercom

By: David Grudzinski

Its: Owner

STATE OF MICHIGAN

)ss.

COUNTY OF Oakland)

This instrument was acknowledged before me on the 3 day of April, 2025, by

David Grudzinski

JOSHUA SALAZAR
NOTARY PUBLIC, STATE OF MI
COUNTY OF MACOMB
MY COMMISSION EXPIRES Dec 19, 2027
ACTING IN COUNTY OF OAKLAND

OAKLAND

We Are The Current Vendor
on this bid

Bond is on File



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: April 14, 2025

To: Frank A. Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager
Kyle Vieth, Controller
Emily Frontera, Purchasing Manager
Renée Hazen, City Treasurer

Subject: Standard Purchasing Resolution 2: Award to Sole Bidder Meeting Specifications – Printing and Distribution of 2025 and 2026 Summer/Winter Tax Bills

History

- The Treasurer's Department is responsible for the printing and mailing of the City of Troy's Summer and Winter Tax bills.
- The current contract expired December 31, 2024.

Purchasing

On April 3, 2025, a bid opening was conducted as required by the City Charter/Code for the Printing and Distribution of Summer and Winter Tax Bills for two (2) years with an option to renew for three (3) additional years. The bid was posted on Bidnet Direct/MITN website; www.bidnetdirect.com/city-of-troy-mi. Two Hundred and thirty (230) vendors were notified via the MITN website. One (1) bid response was received. Below is a detail summary of potential vendors for this bid opportunity:

Companies notified via MITN	230	<i>MITN</i> provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. Active MITN members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City. Inactive MITN member status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.
Troy Companies notified via MITN	7	
Troy Companies - Active email Notification	6	
Troy Companies - Active Free	1	
Companies that viewed the bid	25	
Troy Companies that viewed the bid	2	

Financial

Funds are budgeted and available in the operating accounts of the Treasurer's Department.

Recommendation

City Management recommends awarding a contract to provide Tax Bill Printing for 2-years with the option to renew upon mutual consent at the same prices, terms and conditions for three (3) additional years to sole bidder, *LaserCom, LLC of Troy, MI*; at unit prices contained in the attached bid tabulation opened April 3, 2025, for an estimated annual cost of \$13,840 plus the actual cost of first-class postage; not to exceed budgetary limitations; contracts expiring December 31, 2029.

Vendor Name:	Lasercom LLC
City:	Troy, MI
Check #:	Bid Deposit in Escrow
Check Amount:	

PROPOSAL: PRINTING SERVICES FOR THE 2025 AND 2026 SUMMER/WINTER TAX BILLS IN ACCORDANCE WITH ALL BID SPECIFICATIONS.

Item	Description	Quantity Per Billing	Cost Per Billing
PROPOSAL A: LASER PRINTED TAX BILLS FOR EACH SUMMER AND WINTER			
1.	Information Statement (bank-coded) 8.5" x 11" 70# white offset stock, 2- color process on face, black on back.	12,000	\$720.00
2.	Tax Statement (non-bank-coded) 8.5" x 11" 70# white offset stock, 2- color process on face, black on back.	25,000	\$1,500.00
3.	Laser Imprint Face of Statement	37,000	Blank
PROPOSAL B: ENVELOPES			
1.	#10 Special Double Window Envelope 24# white wove stock; 2-color printing on front.	37,000	\$1,850.00
2.	#9 Reply Envelope 24# white wove stock; prints black on face and back.	25,000	\$1,000.00
PROPOSAL C: FULFILLMENTS			
1.	Information Statement (bank-coded) Fold form; insert form into window envelope; seal & presort first class permit.	12,000	\$600.00
2.	Tax Statement (non-bank-coded) Fold form; insert form and return envelope into window envelope; seal & presort first class permit.	25,000	\$1,250.00
PROPOSAL D: SET UP & PROGRAMMING CHARGE			
1.	One Time Set-up and Programming Charge		NC
PROPOSAL E: PRESORT & DELIVER TO POST OFFICE (do not include postage)			
1.	Presort	37,000	Included
2.	Delivery to Post Office	37,000	Included
Estimated Total Per Season :			\$6,920.00
Estimated Total (1 Year) :			\$13,840.00
Estimated Total (2 Years) :			\$27,680.00
Estimated Total (3 Year Renewal) :			\$41,520.00
Estimated Contract Grand Total :			\$69,200.00
Completion schedule can be met:		Y or N	Y
Location:			2230 Elliott, Troy
Contract Information Provided:		Y or N	Y
References:		Y or N	Y
Similar Project(s) Listed:		Y or N	Y
Payment Terms:			N 30
Exceptions:		Y or N	None
Acknowledgement:		Y or N	Y
Forms:		Y or N	Y
Cost breakdown provided:		Y or N	Y
Sample documents provided:		Y or N	Y

ATTEST:

(*Bid Opening conducted via a Zoom Meeting)

Renee Hazen

Andrew Chambliss

Nellie Bert

Dina Gates

Emily Frontera
Purchasing Manager