



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

# CITY COUNCIL AGENDA ITEM



Date: April 8, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
 Lisa Burnham, Accounting Manager  
 Sandra Kasperek, City Treasurer  
 MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Low Bidder meeting Specifications – Printing and Distribution of 2020 and 2021 Summer and 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, 2019.

## Purchasing

- On March 19, 2020 a bid opening was conducted as required by the City Charter/Code for Two (2) year requirements for the Printing and Distribution of Summer and Winter Tax Bills with an option to renew for Three (3) additional years. The bid was posted on the Michigan Intergovernmental Trade Network (MITN); [www.mitn.info](http://www.mitn.info). One Hundred and thirty six (136) vendors were notified via the MITN website. Two (2) bids were received. Below is a detail summary of the vendor responses.

## Purchasing (continued)

<b>Companies notified via MITN</b>	136
Troy Companies notified via MITN	10
Troy Companies - Active email Notification	8
Troy Companies - Active Free	2
<b>Companies that viewed the bid</b>	17
Troy Companies that viewed the bid	1

**MITN** 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.

After reviewing the bid proposals, *Lasercom, LLC, of Troy, MI* was the low bidder meeting specifications and is being recommended to furnish all labor, materials and equipment to provide printing services for the 2020/2021 Summer/winter Tax Bills with an option to renew for three (3) additional years. *Lasercom, LLC* is currently successfully providing printing services for the City.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## **CITY COUNCIL AGENDA ITEM**

### **Financial**

Funds are available in the printing and postage accounts in the operating budget of the Treasurer's Office.

### **Recommendation**

City management recommends awarding a 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 Tax Bill Printing to *LaserCom, LLC of Troy, MI*; as per bid pricing per billing; for an estimated annual cost of \$7,428.00 per year, not to exceed annual budgetary limitations at prices contained in the bid tabulation opened March 19, 2020. The award is contingent upon the contractors' submission of properly executed bid documents including insurance certificates, and all other specified requirements.

Vendor Name:	<b>Lasercom, LLC</b>	Whitlock Business System, Inc.
City:	<b>Troy, MI</b>	Madison Heights, MI
Check #:	Bid Deposit in Escrow	392128
Check Amount:	\$3,000.00	\$3,000.00

**PROPOSAL: PRINTING SERVICES FOR THE 2020 AND 2021 SUMMER/WINTER TAX BILLS WITH AN OPTION TO RENEW FOR THREE (3) ADDITIONAL ONE (1) YEAR TAX PERIODS**

Item	Description	Quantity Per Billing	\$ per Billing	\$ per Billing
------	-------------	----------------------	----------------	----------------

**PROPOSAL A: LASER PRINTED TAX BILLS FOR JULY & DECEMBER**

1	<b>Information Statement</b> 8.5" x 11" 70# white offset stock, 2- color process on face, black on back.	10,000	\$220.00	\$446.76
2	<b>Tax Statement</b> 8.5" x 11" 70# white offset stock, 2- color process on face, black on back.	29,000	\$420.00	\$1,295.63
3	<b>Laser Imprint Face of Statement</b>	35,000	\$1,106.00	\$1,076.92

**PROPOSAL B: ENVELOPES**

1	<b>#10 Standard Window Envelope</b> 24# white wove stock; printed 2 color no bleeds.	35,000	\$608.00	\$1,147.46
2	<b>#9 Reply Envelope</b> 24# white wove stock; prints black on face and back.	25,000	\$176.00	\$653.85

**PROPOSAL C: FULFILLMENTS**

1	<b>Information Statement</b> Fold form; insert form into window envelope; seal & presort first class permit.	10,000	\$407.00	\$792.31
2	<b>Tax Statement</b> Fold form; insert form and return envelope into window envelope; seal & presort first class permit.	25,000	\$777.00	\$2,134.62

**PROPOSAL D: SET UP & PROGRAMMING CHARGE**

1	Set-up and Programming Charge		\$0.00	\$350.00
---	-------------------------------	--	--------	----------

**PROPOSAL E: PRESORT & DELIVER TO POST OFFICE (do not include postage)**

1	Presort	35,000	\$0.00	\$215.38
2	Delivery to Post Office	35,000	\$0.00	\$30.00

Estimated Total <b>Per Season</b> :			\$3,714.00	\$8,142.93
Estimated Total <b>(1 Year)</b> :			\$7,428.00	\$16,285.86
Estimated Total <b>(2 Years)</b> :			\$14,856.00	\$32,571.72
Estimated Total <b>(3 Year Renewal)</b> :			\$22,284.00	\$48,857.58
Estimated Contract <b>Grand Total</b> :			<b>\$37,140.00</b>	<b>\$81,429.30</b>

Completion schedule can be met:	Y or N	Y	Y
Location:		2230 Elliot, Troy	Madison Heights, MI 48071
24-Hour Phone Number:		248-670-1120	248-794-6504
Hours of Operations:		7am - 5pm	8:30am - 5pm
References provided:	Y or N	Y	Y
Payment Terms:		Net 30	30 Days
Exceptions:	Y or N	N	N
Acknowledgement:	Y or N	Y	Y
Forms:	Y or N	Y	Y
Cost breakdown provided:	Y or N	Y	Y
Sample documents provided:	Y or N	Y	Y

**ATTEST:**

MaryBeth Murz  
 \_\_\_\_\_  
 Susan Riesterer  
 \_\_\_\_\_  
 Sandy Kasperek  
 \_\_\_\_\_

\_\_\_\_\_  
 MaryBeth Murz,  
 Purchasing Manager