



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: March 14, 2023



To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Dee Ann Kirby, Controller
Kurt Bovensiep, Public Works Director
Paul Troster, Water & Sewer Operations Manager
Ashely Tebedo, Administrative Services Manager
Emily Frontera, Purchasing Manager

Subject: Standard Resolution 2: Low Bidder Meeting Specifications – Printing and Distribution of Water/Sewer Bills

History

The Water & Sewer Division is responsible for the printing and distribution of water and sewer bills on a monthly basis. The Water & Sewer Division processes water bills for approximately 27,500 residential and commercial properties each quarter. The current contract expires on April 30, 2023.

Purchasing

- On March 9, 2023, a bid opening was conducted as required by City Charter and Code for water and sewer bill printing and distribution 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 (2) bid responses and one (1) no bid was received.
- Below is a detailed summary of potential vendors for the bid opportunity:

Companies notified via MITN	80	<p>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.</p> <p>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.</p> <p>Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City.</p> <p>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.</p>
Troy Companies notified via MITN	1	
Troy Companies notified Active email Notification	1	
Troy Companies notified Active Free	0	
Companies that viewed the bid	22	
Troy Companies that viewed the bid	1	

- After reviewing the bid responses, *Lasercom LLC of Troy, Michigan* was the low bidder meeting specifications and is being recommended to provide printing and distribution services for water and sewer bills for one (1) year with the option to renew for three (3) additional years.
- *Lasercom LLC* is currently successfully providing printing and distribution services for the City.

Financial

Funds are budgeted and available in the Water Fund account number 591.546.547.7802.070 for bill printing and in account number 591.546.547.7730 for first class postage.



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Recommendation

City Management recommends awarding a one (1) year contract with the option to renew for three (3) additional years for Water/Sewer Bill Printing and Distribution services to *Lasercom LLC of Troy, MI* at unit prices as detailed in the bid tabulation opened March 9, 2023 for an estimated annual cost of \$15,895. The award is contingent upon the contractor's submission of properly executed bid documents including insurance certificates, and all other specified requirements.

Vendor:	Lasercom LLC	Great Lakes Graphics Inc.
City:	Troy, MI	Jackson, MI
Check #:	On File	37239208
Check Amount:	Current Vendor	\$3,000.00

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION OF THE CITY OF TROY'S WATER AND SEWER BILLS, WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL YEARS

SERVICE DESCRIPTION	EST ANNUAL VOLUME	UNIT PRICE (Each)	TOTAL	UNIT PRICE (Each)	TOTAL
Set Up - One Time, Account Set Up	1	\$0.00	\$0.00	\$0.00	\$0.00
Edit Charge Hourly rate for layout changes after City has given initial approval	1	\$0.00	\$0.00	\$60.00/hour	
Processing & Printing Laser Print Water/Sewer Bills (PDF format) Front and back – black	110,000	\$0.03	\$3,300.00	\$0.05	\$5,500.00
Mail Service – Fold, Insert, Sort & Mail	110,000	\$0.04	\$3,850.00	\$0.05	\$5,500.00
Carrier Envelopes – Printing on #10 Single Window (1 color – black)	105,000	\$0.04	\$4,200.00	\$0.02	\$1,575.00
Return Envelopes – No Window – 2-Sided Printing on #9 – Reply Envelope (1 color – black)	85,000	\$0.03	\$2,125.00	\$0.02	\$1,275.00
House Holding/ Multiple Bill Mailing 6 x 9 Standard Window Envelope	200	\$0.00	\$0.00	\$0.50	\$100.00
9 x12 Standard Window Envelope	100	\$0.00	\$0.00	\$0.50	\$50.00
SUPPLY INVENTORY	EST ANNUAL VOLUME	UNIT PRICE (Each)	TOTAL	UNIT PRICE (Each)	TOTAL
Blank Paper Stock 8-1/2" x 11" 50# Offset White, Bottom Perforated	110,000	\$0.02	\$2,420.00	\$0.01	\$1,100.00
Carrier Envelope Stock #10 Single Window	105,000	Included in above		\$0.02	\$2,100.00
Return Envelope Stock – No Window – #9 Reply Envelope	85,000			\$0.02	\$1,700.00
ESTIMATED TOTAL COST:			\$15,895.00	\$18,900.00	

Processing time can be met:	Y or N	Y	Y
SERVICE FACILITY:			745 Lansing Ave., Jackson MI 49202
Location:		2230 Elliott, Troy, MI	
20-Hour Phone Number:		248-670-1120	517-937-814
Hours of Operation:		M-F 7-5	7-5 M-F and open extra as needed
Contact Person:		David Grudzinski	Mickey VanLake
Terms:		Net 30	Net 20
Warranty:		Not Specified	Not Specified
Delivery:	Y or N	Not Specified	Not Specified
Exceptions:		None	None
Acknowledgement:	Y or N	Y	Y
Signed Vendor Questionnaire:	Y or N	Y	Y
Forms:	Y or N	Y	Y

Attest:
 (*Bid Opening conducted via a Zoom Meeting)

Emily Frontera