

b) **Standard Purchasing Resolution 2: Low Bidder Meeting Specifications – Printing and Distribution of Water and Sewer Bills**

Resolution #2019-04-039-J-4b

RESOLVED, That Troy City Council hereby **AWARDS** a one (1) year contract to provide Laser Printing and Distribution of the City of Troy Water and Sewer Bills, with an option to renew for three (3) additional years, to the low bidder meeting specifications, *Lasercom, LLC of Troy, MI*, for an estimated total cost of \$12,369.00 per year, plus the actual cost of first class postage, at unit prices contained in the bid tabulation opened March 21, 2019; a copy of which shall be **ATTACHED** to the original Minutes of this meeting; with the contract expiring April 30, 2023.

BLANKET ORDER**Ship To**CITY OF TROY
Water
4693 ROCHESTER ROAD
TROY, MI 48085**Bill To**CITY OF TROY
Water
4693 ROCHESTER ROAD
TROY, MI 48085No. 2019-00001284
DATE: 04/22/2019
PAGE: 1 of 2
FOB DESTINATION**VENDOR NO.** 165197**Vendor**LASERCOM
2230 ELLIOTT DRIVE
TROY, MI 48083**EXPIRATION DATE**
04/30/2020
COUNCIL RESOLUTION
2019-04-039-J-4b

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Year	WATER BILL PRINTING ESTIMATED COST 2019-20 Furnish all Labor, Materials, and Equipment to provide ONE (1) Year Requirements of Laser Printing and Distribution of the City of Troy's Water and Sewer Bills as per all the detailed pricing in accordance with the bid specifications of ITB-COT 19-21.	12,369.0000	\$12,369.00
1	Year	HOUSE HOLDING / MULTIPLE BILL MAILING 6X9 Std Window Envelope - Included; 9x12 Std Window Envelope - Included	0.0000	\$0.00
1	Year	SUPPLY INVENTORY BLANK PAPER STOCK - 8-1/2" x 11" 50# Offset White, Bottom Perforated \$0.015 ea; CARRIER ENVELOPE STOCK - #10 Single Window \$0.017 ea; RETURN ENVELOPE STOCK - No Window - #9 Reply Envelope \$0.0086 ea	0.0000	\$0.00
1	Each	PROCESSING TIME: Lasercom will process and deliver the bills monthly to the Post Office no later than sixty (60) continuous hours after the data is electronically submitted to Lasercom by the City of Troy.	0.0000	\$0.00
1	Each	LIQUIDATED DAMAGES: If delivery is delayed beyond the mandatory turnaround time, liquidated damages of \$35.00/hour will be assessed against the bid surety for each hour beyond the mandatory delivery turnaround time, except for acts of God such as tornado, flood, etc.	0.0000	\$0.00

Entered By: MaryBeth Murz

Special Instructions:

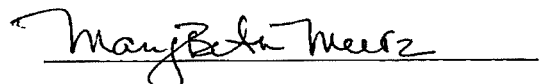
NOTE: Quantities stated are estimated and based on past experience, and change as accounts are deleted and new accounts added. A ONE (1) YEAR Contract with an option to renew for THREE (3) YEARS to furnish all labor, materials, and equipment to provide laser printing and distribution of the City of Troy's water and sewer bills, in accordance with the specifications for ITB-COT 19-21 as detailed in the attached summary. City Council Approval Date: 4/8/2019.

TERMS & CONDITIONS

- Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
- 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.
- 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.
- 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.



BLANKET ORDER

Ship To

CITY OF TROY
Water
4693 ROCHESTER ROAD
TROY, MI 48085

Bill To

CITY OF TROY
Water
4693 ROCHESTER ROAD
TROY, MI 48085

No. 2019-00001284
DATE: 04/22/2019
PAGE: 2 of 2
FOB DESTINATION

VENDOR NO. 165197

Vendor

LASERCOM
2230 ELLIOTT DRIVE
TROY, MI 48083

EXPIRATION DATE
04/30/2020
COUNCIL RESOLUTION
2019-04-039-J-4b

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Each	SERVICE FACILITY: LOCATION: 2230 Elliot Drive, Troy, MI 48083 - 24HR PHONE: (248) 585-2800 - HOURS OF OPERATION: 8am - 6pm - PAYMENT TERMS: Net 30 - EXCEPTIONS: None - ENVELOPE STOCK: At the conclusion of this contract, Lasercom will ship, at no charge to the City of Troy, all overstock of envelopes to a location specified by the City of Troy.	0.0000	\$0.00
1	Each	TERMINATION FOR CONVENIENCE: The City may cancel the contract for its convenience, in whole or in part, by giving Lasercom 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 canceled.	0.0000	\$0.00
1	Lump Sum	POSTAGE: The City will pay for actual postage used. ----- In accordance with your bid proposal opened 3/21/2019 and approved by Troy City Council on Monday, April 8, 2019. CC Res#2019-04-039-J-4b Your bid surety in the amount of \$2,100.00 has been deposited by the Treasurer's Office and will be retained as performance surety until successful completion of all contract requirements. Cash Receipt #2011-00035701	40,194.5700	\$40,194.57
1	Each	OPTION TO RENEW: This Purchase Order is for year ONE of the Contract. The contract includes the OPTION to renew for THREE (3) additional years under the same prices, terms and conditions. Year ONE Contract expires April 30, 2020.	0.0000	\$0.00

Entered By: MaryBeth Murz

\$52,563.57

Special Instructions:

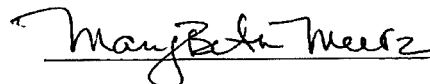
NOTE: Quantities stated are estimated and based on past experience, and change as accounts are deleted and new accounts added. A ONE (1) YEAR Contract with an option to renew for THREE (3) YEARS to furnish all labor, materials, and equipment to provide laser printing and distribution of the City of Troy's water and sewer bills, in accordance with the specifications for ITB-COT 19-21 as detailed in the attached summary. City Council Approval Date: 4/8/2019.

TERMS & CONDITIONS

- Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
- 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.
- 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.
- 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.



CITY OF TROY
PURCHASE ORDER
PRINTING/DISTRIBUTION OF WATER & SEWER BILLS

ITB-COT 19-21
Page 1 of 1

VENDOR NAME:	Lasercom, LLC
CHECK #	Troy, MI
CHECK AMOUNT	On file; Current vendor

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE (1) YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION OF THE CITY OF TROYS WATER AND SEWER BILLS, WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL YEARS.

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	TOTAL
1	One Time, Account Set-Up		\$0.00
1	Edit Charge - Hourly Rate		\$0.00
109,000	Processing & Printing	\$0.05	\$5,450.00
109,000	Mail Service- (Fold, Insert, Sort,etc)	\$0.03	\$2,725.00
105,000	Carrier Envelopes - Printing on #10	See Below	
90,000	Return Envelopes - Printing on #9	See Below	
200	House Holding - 6 x 9 Envelope	\$0.00	\$0.00
100	House Holding - 9 x 12 Envelope	\$0.00	\$0.00
EST QTY	SUPPLY INVENTORY	UNIT PRICE	TOTAL
109,000	Water Bill Stock	\$0.02	\$1,635.00
105,000	Carrier Envelope Stock	\$0.02	\$1,785.00
90,000	Return Envelope Stock	\$0.01	\$774.00
ESTIMATED TOTAL COST:		\$	12,369.00

PROCESSING TIME MET:	Y or N	Y
SERVICE FACILITY:		
Location		2230 Elliot, Troy MI 48083
24-Hour Phone Number		(248) 670-1120
Hours of Operation		7 am - 5 pm M-F
PAYMENT TERMS:		David Grudzinski
DELIVERY / COMPLETION:	Y or N	Y
EXCEPTIONS:	Y or N	N
ACKNOWLEDGEMENT:	Y or N	Y
VENDOR QUESTIONNAIRE:	Y or N	Y
FORMS	Y or N	Y

VENDOR NAME:	Lasercom, LLC	Kent Communications, Inc. (KCI)
	Troy, MI	Grand Rapids, MI
CHECK #	On file; Current vendor	1323400
CHECK AMOUNT		\$3,000

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE (1) YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION OF THE CITY OF TROYS WATER AND SEWER BILLS, WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL YEARS.

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	One Time, Account Set-Up		\$0.00	\$1,164.00	\$1,164.00
1	Edit Charge - Hourly Rate		\$0.00	\$100 / Hour	
109,000	Processing & Printing	\$0.05	\$5,450.00	Included in cost below	
109,000	Mail Service- (Fold, Insert, Sort,etc)	\$0.03	\$2,725.00	\$0.10	\$10,900.00
105,000	Carrier Envelopes - Printing on #10	See Below		\$0.02	\$2,520.00
90,000	Return Envelopes - Printing on #9	See Below		\$0.03	\$2,520.00
200	House Holding - 6 x 9 Envelope	\$0.00	\$0.00	\$1.66	\$332.00
100	House Holding - 9 x 12 Envelope	\$0.00	\$0.00	\$2.61	\$261.00
EST QTY	SUPPLY INVENTORY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
109,000	Water Bill Stock	\$0.02	\$1,635.00	Included in cost above	
105,000	Carrier Envelope Stock	\$0.02	\$1,785.00	Included in cost above	
90,000	Return Envelope Stock	\$0.01	\$774.00	Included in cost above	
ESTIMATED TOTAL COST:			\$ 12,369.00		\$ 17,697.00
PROCESSING TIME MET:	Y or N	Y		Y	
SERVICE FACILITY:					
Location		2230 Elliot, Troy MI 48083		3901 East Paris Ave SE	
24-Hour Phone Number		(248) 670-1120		(616) 957-2120	
Hours of Operation		7 am - 5 pm M-F		8 am - 5 pm M-F	
PAYMENT TERMS:		David Grudzinski		Autumn Hoffman	
DELIVERY / COMPLETION:	Y or N	Y		Y	
EXCEPTIONS:	Y or N	N		N	
ACKNOWLEDGEMENT:	Y or N	Y		Y	
VENDOR QUESTIONNAIRE:	Y or N	Y		Y	
FORMS	Y or N	Y		Y	

ATTEST:

Scott Carruthers

Emily Frontera

Kristine Kallek

Sue Riesterer

MaryBeth Murz,
Purchasing Manager



CITY OF TROY
BID PROPOSAL

The undersigned proposes to **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**, in accordance with the attached specifications and illustrations to be considered an integral part of this proposal, at the following prices:

COMPANY NAME: Lasercom LLC

PROPOSAL: ONCE A MONTH CUSTOMER BILLING

	ESTIMATED		
	ANNUAL	UNIT	TOTAL
SERVICE DESCRIPTION	VOLUME	PRICE	PRICE
Set Up –		(Each)	
One Time, Account Set Up	1	\$	\$ 0
Edit Charge Hourly rate for layout changes after City has given initial approval	1	\$	\$ 0
Processing & Printing Laser Print Water/Sewer Bills (PDF format) Front and back – black	109,000	\$ 0.05	\$ 5450.00
Mail Service – Fold, Insert, Sort & Mail	109,000	\$ 0.025	\$ 2725.00
Carrier Envelopes – Printing on #10 Single Window (1 color – black)	105,000	SEE BELOW	\$
Return Envelopes – No Window – 2 Sided Printing on #9 – Reply Envelope 1 color – black	90,000	SEE BELOW	\$
House Holding/ Multiple Bill Mailing 6 x 9 Standard Window Envelope	200	\$	\$ 0.00
9 x12 Standard Window Envelope	100	\$	\$ 0.00
SUPPLY INVENTORY			
Blank Paper Stock 8-1/2" x 11" 50# Offset White, Bottom Perforated	109,000	\$ 0.015	\$ 1635.00
Carrier Envelope Stock #10 Single Window	105,000	\$ 0.017	\$ 1785.00
Return Envelope Stock – No Window – #9 Reply Envelope	90,000	\$ 0.0086	\$ 774.00
ESTIMATED TOTAL COST:			\$ 12,369.00

UNIT PRICES:

Unit prices prevail. The City of Troy Purchasing Department will correct all mathematical errors.

ADDITIONAL INFORMATION:

For additional information or questions concerning this project, please contact **Emily Frontera**, Office Coordinator for the Public Works Department, at **(248) 524-3373**.

ESTIMATED QUANTITIES:

Quantities stated are estimated and will be used for award purposes only. The numbers stated are based on past experience, and change as accounts are deleted and new accounts added.

AWARD:

The evaluation and award of this bid shall be a combination of factors, including but not limited to: cost, professional competence, references, and the correlation of the proposal submitted to the needs of the Department of Public Works 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 responsible bidder meeting specifications; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations. It is always recommended that you quote the project as specified.

DOWN PAYMENTS OR PREPAYMENTS:

Any proposal received which requires a down payment or prepayment for services to be performed prior to work completion and acceptance as being in conformance with specifications will not be considered for award.

POSTAGE:

The successful bidder is responsible for the payment of postage. The City will reimburse the successful bidder for the actual cost of first class postage.

PROCESSING TIME:

The successful bidder will process and deliver the bills monthly to the Post Office no later than **sixty (60) continuous hours** after the data is electronically submitted to the vendor by the City of Troy.

☒ The company can meet this turnaround schedule.

☐ The company cannot meet this delivery turnaround schedule, but offers:

SERVICE FACILITY:

Location: 2230 Elliott Troy MI 48063
24-Hour Phone Number: 248 670 1120
Hours of Operation: M-F 7-5
Contact Person: David Grudzinski

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.

COMPANY NAME: Lasercom LLC

BID DEPOSIT AND FORFEITURE:

The bid deposit of the lowest bidder shall be forfeit if, after opening the bid proposal, a change in the proposal price or other provision of the bid proposal is required by the bidder that is prejudicial to the interest of the City of Troy or fair competition.

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

LIQUIDATED DAMAGES:

If delivery is delayed beyond the mandatory turnaround time, liquidated damages of \$35.00 per hour will be assessed against the bid surety for each hour beyond the mandatory delivery time turnaround, 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 time designated by the City representative as the "electronic delivery time" of the files shall be considered Hour 1. The successful bidder must have the completed Water/Sewer Bills delivered to the Post Office within 60 continuous hours from this time. If necessary, the drop off time can be verified via the US Postal Service Postage Statement for First Class Mail – PS Form 3600-R, March 2008.

PURCHASE ORDER:

After the Troy City Council has approved the award recommendation; the successful bidder will receive a purchase order issued from the City of Troy, which will create a bilateral contract between the City of Troy and the successful bidder. The purchase order shall commit the bidder to perform the contract in accordance with specifications. A contract document will not be issued.

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.

COMPANY NAME: Lasercom LLC



Questionnaire
Printing/Distribution of Utility Bills

Page 1 of 3

CITY OF TROY
VENDOR QUESTIONNAIRE

Please provide the following information and submit with your bid proposal:

DATE: 3.20.19
Month/Date/Year

FIRM NAME: Lasercom LLC

ESTABLISHED: 1998, 19__ STATE: MI
20__

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
b. Partnership
☒ c. Corporation
d. Joint Venture
☒ e. Other LLC

If applicable:

FORMER FIRM NAME(S)

YEARS in BUSINESS

NOTE: If additional space is needed throughout the questionnaire, please attach additional sheets numbered appropriately for identification.

1) How many years has your company been providing Printing and Distribution Services?

20 + years

2) How many clients does your company currently serve with the type of services described?

25 +

3) Please provide a list of at least three (3) client references who have had similar work performed by your company within the last five (5) years. Include name, address, phone number, contact person, and email. NOTE: Include the City of Troy as a reference if the work was similar in nature to this project. Please, print.

Entity Name	Address	Contact Name	Phone Number	E-Mail
City of Troy		Emily Frontera		
City of Troy		Sandra Kasperck		
City of Warren		Doug Kicheley	586.514.4699	

- 4) Attach at least one sample document of a project completed similar in scope to the City of Troy.

City of Taylor Water Bill

- 5) How many employees does your company employ?

Full-time employees: 8 Part-time employees: 7

- 6) Provide information on personnel who will be assigned to the City of Troy project. Include a detailed communications contact list including phone numbers that shall identify, but is not limited to, account manager, program manager, inside sales contact, order processing/production control contact, accounts payable contact and a backup contact, all of whom will be available to answer questions pertaining to the printing progression or transactions which require more detailed explanations.

David Grudzinski : Owner 248 670 1120
Laura Collins : Data Processing 248 585 2800
Rose Harding: Office Manager 248 670 7491

- 7) Provide a timeline detailing the initial set-up phase through City approval of the billing layout.

Ready Now - We Are The Current Vendor

- 8) What back-up plans are in place to ensure that if your printing location were to have a major printing problem that bills for the City would still be printed following the processing time indicated in this proposal?

Backup Printing would be done at MIA Graphics Madison Hts
Backup Fold & Insert would be done at ABC Mailing Troy

- 9) What methods are in place to ensure that all utility customer data delivered to your firm by the City has resulted in a printed bill?

Counts are verified with the City. Then at 3
QC checks while in process

- 10) Describe how the printing and mailing operations of your company address the needs of the City of Troy.

A Troy business doing Troy business

11) What Post Office would you deliver the bills to?

Metroplex Pontiac MI

12) Will your company utilize CASS certified software to review postal coding? What advantages does this service provide?

Yes we use CASS software
doing so results in lower postage rates for
the City

13) Would you subcontract any of the services being requested?

Printing of Envelopes

14) Can your firm provide any options that would be beneficial to the process?

Not At This Time

The undersigned hereby declares that he/she has carefully examined the general specifications and will print the City of Troy Water and Sewer Bills for the price set forth in this proposal. Any changes to the specifications and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the product.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative:

Company:

Address:

Phone Number:

Representative's Name:

Title:

Date:

David Grudzinski
LASER.COM LLC
2230 Elliot
Troy 48083
248 585 2800
David Grudzinski
(Print)
Owner
3.20.19

SIGNATURE PAGE

PRICES: Prices quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder (s) whose prices are to remain firm for the entire contract period.

The contract contains an option to renew for three (3) additional years under the same prices, terms, and conditions based upon mutual consent of both parties within 90 days of contract termination. A request by City staff to determine a successful bidder's interest in renewing a 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 addendum as issued.

COMPANY Lasercom LLC
ADDRESS 2230 Elliot CITY Troy STATE MI ZIP 48063
PHONE NUMBER 248 585 2800 FAX NUMBER ()
COMPANY REPRESENTATIVE'S NAME: David Grudzinski
(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

TERMS: N 30 WARRANTY: As Needed
DELIVERY: As Needed E-MAIL: dave@lasercomdata.com

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

None

ACKNOWLEDGEMENT: I, David Grudzinski, certify that I have read the **Instructions to Bidders** (3 Pages) and that the bid proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: David Grudzinski

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.

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.

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 Michigan,
for whom David Grudzinski, bearing the office title of Owner/President,
whose signature is affixed to this proposal, is duly authorized to execute contracts.

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:

Lascom 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

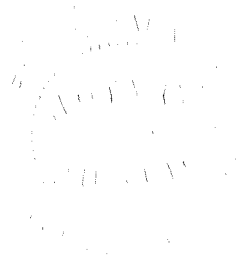
Jess S. Salazar

NOTARY'S SIGNATURE

Subscribed and sworn to before me this 20th day of March, 2019 in and for Macomb County.

My commission expires: 12/25/2021

JESS S. SALAZAR
NOTARY PUBLIC, STATE OF MI
COUNTY OF MACOMB
MY COMMISSION EXPIRES Dec 25, 2021
ACTING IN COUNTY OF 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 LLC

Name of Agency/Company/Firm (Please Print)

David Grudzinski David Grudzinski

Name and title of authorized representative (Please Print)

David Grudzinski David Grudzinski 3.20.19

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 Elliot
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 require 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 LLC (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 LLC and any member of the City of Troy City Council or City of Troy management.

List any Familial Relationships:

None

BIDDER:

Lasercom LLC

David Grudzinski

By: David Grudzinski

Its: Owner

STATE OF MICHIGAN

)

)ss.

COUNTY OF Macomb)

This instrument was acknowledged before me on the 20th day of March, 2019, by

David Grudzinski

Jess S. Salazar
JESS S. SALAZAR
NOTARY PUBLIC, STATE OF MI
COUNTY OF MACOMB
MY COMMISSION EXPIRES Dec 25, 2021
ACTING IN COUNTY OF OAKLAND



CITY COUNCIL AGENDA ITEM

Date: March 25, 2019

To: Mark Miller, City Manager

From: MaryBeth Murz, Purchasing Manager
Lisa Burnham, Finance Manager
Kurt Bovensiepe, Public Works Director
Paul Trosper, Water & Sewer Operations Manager

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

History

- The Water and Sewer Division is responsible for the printing and distribution of water and sewer bills on a monthly basis.
- The current contract expires April 30, 2019.

Purchasing

- On March 21, 2019, 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 the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info.
- Two (2) bid responses and one (1) late bid was received.
- Below is a detailed summary of potential vendors for the bid opportunity:

Companies notified via MITN	81	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
Troy Companies notified via MITN	7	
Troy Companies notified Active email Notification	6	
Troy Companies notified Active Free	1	
Companies that viewed the bid	33	
Troy Companies that viewed the bid	2	

- 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 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.

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 21, 2019, for an estimated annual cost of \$12,369.00. The award is contingent upon the contractor's submission of properly executed bid documents including insurance certificates, and all other specified requirements.

Bid Award 18-19 Award Standard Purchasing Resolution 2 Printing, Water/Sewer Bills 19-21_Memo

VENDOR NAME:	Lasercom, LLC	Kent Communications, Inc. (KCI)
	Troy, MI	Grand Rapids, MI
CHECK #	On file; Current vendor	1323400
CHECK AMOUNT		\$3,000

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE (1) YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION OF THE CITY OF TROYS WATER AND SEWER BILLS, WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL YEARS.

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	One Time, Account Set-Up		\$0.00	\$1,164.00	\$1,164.00
1	Edit Charge - Hourly Rate		\$0.00	\$100 / Hour	
109,000	Processing & Printing	\$0.05	\$5,450.00	Included in cost below	
109,000	Mail Service- (Fold, Insert, Sort, etc)	\$0.03	\$2,725.00	\$0.10	\$10,900.00
105,000	Carrier Envelopes - Printing on #10	See Below		\$0.02	\$2,520.00
90,000	Return Envelopes - Printing on #9	See Below		\$0.03	\$2,520.00
200	House Holding - 6 x 9 Envelope	\$0.00	\$0.00	\$1.66	\$332.00
100	House Holding - 9 x 12 Envelope	\$0.00	\$0.00	\$2.61	\$261.00
EST QTY	SUPPLY INVENTORY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
109,000	Water Bill Stock	\$0.02	\$1,635.00	Included in cost above	
105,000	Carrier Envelope Stock	\$0.02	\$1,785.00	Included in cost above	
90,000	Return Envelope Stock	\$0.01	\$774.00	Included in cost above	
ESTIMATED TOTAL COST:			\$ 12,369.00		\$ 17,697.00

PROCESSING TIME MET:	Y or N	Y	Y
SERVICE FACILITY:			
Location		2230 Elliot, Troy MI 48083	3901 East Paris Ave SE
24-Hour Phone Number		(248) 670-1120	(616) 957-2120
Hours of Operation		7 am - 5 pm M-F	8 am - 5 pm M-F
PAYMENT TERMS:		David Grudzinski	Autumn Hoffman
DELIVERY / COMPLETION:	Y or N	Y	Y
EXCEPTIONS:	Y or N	N	N
ACKNOWLEDGEMENT:	Y or N	Y	Y
VENDOR QUESTIONNAIRE:	Y or N	Y	Y
FORMS	Y or N	Y	Y

ATTEST:

Scott Carruthers
Emily Frontera
Kristine Kallek
Sue Riesterer



MaryBeth Murz,
Purchasing Manager

STANDARD PURCHASING RESOLUTION 2 – Low Bidder Meeting
Specifications – Printing and Distribution of Water/Sewer Bills

RESOLVED, That a one (1) year contract to provide Laser Printing and Distribution of the City of Troy Water and Sewer Bills, with an option to renew for three (3) additional years is hereby AWARDED to the low bidder meeting specifications; *Lasercom LLC of Troy, MI* for an estimated total cost of \$12,369.00 per year, plus the actual cost of first class postage, at unit prices contained in the bid tabulation opened March 21, 2019, a copy of which shall be ATTACHED to the original Minutes of this meeting expiring April 30, 2023.