

Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Printing and Distribution of 2020 and 2021 Summer and Winter Tax Bills

Resolution #2020-04-060-J-4b

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 \$7,428.00 per year and a total cost of \$37,140.00, plus the actual cost of first class postage; not to exceed annual budgetary limitations at prices contained in the bid tabulation opened March 19, 2020; a copy of which shall be ATTACHED to the original Minutes of this meeting, with the contract expiring December 31, 2024.

Annual Cost	\$7,428.00
Total 2-Years	\$14,856.00
Total 3-Year Renewal	\$22,284.00
Contract Total	\$37,140.00

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.

BLANKET ORDER

No. 2020-00001268
 DATE: 04/21/2020
 PAGE: 1 of 2
 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

EXPIRATION DATE
 12/31/2021
COUNCIL RESOLUTION
 2020-04-060-J-4b

VENDOR NO. 165197

Vendor
 LASERCOM
 2230 ELLIOTT DRIVE
 TROY, MI 48083

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
2	Year	LASER PRINTING OF JULY AND DECEMBER TAX BILLS EST QTY/DESCRIPTION/PRICE PER BILLING 10,000 Information Statement \$220.00 29,000 Tax Statement \$420.00 35,000 Laser Imprint Face \$1,106.00 35,000 #10 Standard Envelope \$608.00 25,000 #9 Reply Envelope \$176.00 FULLFILLMENTS 10,000 Information Statement \$407.00 25,000 Tax Statement \$777.00 Presort & Delivery to Post Office \$0.00 Bid is for two years (2020 & 2021 winter & summer tax bill printing) with an option to renew for 3 additional years	7,500.0000	\$15,000.00
2	Lump Sum	POSTAGE City will pay the actual cost for first class postage via an escrow account A maximum of (7) calendar days to complete the printing/delivery of the summer bills by July 1st and (7) calendar days to complete the printing/delivery of the winter bills by December 1st	29,000.0000	\$58,000.00
1	Each	LIQUIDATED DAMAGES If delivery is delayed beyond the mandatory delivery date, liquidated damages of \$300/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. COST BREAKDOWN: SUPPLY INVENTORY #10 Standard Envelope 24# - \$19.00/K #9 Reply Envelope 24# - \$16.00/K 8 1/2 x 11 White Offset Stock 70# - \$20.00/K	0.0000	\$0.00

Entered By: MaryBeth Murz

Special Instructions:

Contract to furnish All Labor, Materials, and Equipment to provide Printing Services for TWO (2) years with an Option to Renew for Three (3) additional years, in accordance with the specifications for ITB-COT 20-11. City Council Award Date: 4/13/2020.

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.

MaryBeth Murz

BLANKET ORDER

No. 2020-00001268
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 PAGE: 2 of 2
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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	ADDITIONAL INFORMATION PAYMENT TERMS: Net 30 In accordance with your bid proposal opened 03/19/2020 and approved by Troy City Council on Monday, April 13, 2020 your bid surety in the amount of \$3,000 has been deposited by the Treasurer's Office and will be returned upon successful completion of all contract requirements. Cash Receipt #2015-33867 Note: Quantities stated are estimated and may be increased or decreased depending on the actual number of bills needed over the contract period.	0.0000	\$0.00

Entered By: MaryBeth Murz

\$73,000.00

Special Instructions:

Contract to furnish All Labor, Materials, and Equipment to provide Printing Services for TWO (2) years with an Option to Renew for Three (3) additional years, in accordance with the specifications for ITB-COT 20-11. City Council Award Date: 4/13/2020.

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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.

MaryBeth Murz

Vendor Name:	Lasercom	Whitlock Business System, Inc.
City:	Troy, MI	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
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PROPOSAL A: LASER PRINTED TAX BILLS FOR JULY & DECEMBER

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

PROPOSAL B: ENVELOPES

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

PROPOSAL C: FULFILLMENTS

1	Information Statement Fold form; insert form into window envelope; seal & presort first class permit.	10,000	\$407.00	\$792.31
2	Tax Statement 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
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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 Per Season:			\$3,714.00	\$8,142.93
Estimated Total (1 Year):			\$7,428.00	\$16,285.86
Estimated Total (2 Years):			\$14,856.00	\$32,571.72
Estimated Total (3 Year Renewal)			\$22,284.00	\$48,857.58
Estimated Contract Grand Total:			\$37,140.00	\$81,429.30

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



CITY OF TROY
 BID PROPOSAL

ITB-COT 20-11
 Page 1 of 5

The undersigned proposes to FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE 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 in accordance with the attached specifications, which are to be considered an integral part of this proposal at the following prices:

COMPANY NAME: Lasercor

PROPOSAL: PRINTING SERVICES FOR THE 2020 AND 2021 SUMMER/WINTER TAX BILLS IN ACCORDANCE WITH ALL BID SPECIFICATIONS.

Item	Description	Quantity Per Billing	\$ Per Billing
PROPOSAL A: LASER PRINTED TAX BILLS FOR JULY & DECEMBER			
1	Information Statement 8.5" x 11" 70# white offset stock, 2-color process on face, black on back.	10,000	220.00
2	Tax Statement 8.5" x 11" 70# white offset stock, 2-color process on face, black on back.	29,000	420.00
3	Laser Imprint Face of Statement	35,000	1106.00
PROPOSAL B: ENVELOPES			
1	#10 Standard Window Envelope 24# white wove stock; printed 2 color no bleeds.	35,000	608.00
2	#9 Reply Envelope 24# white wove stock; prints black on face and back.	25,000	176.00
PROPOSAL C: FULFILLMENTS			
1	Information Statement Fold form; insert form into window envelope; seal & presort first class permit.	10,000	407.00
2	Tax Statement Fold form; insert form and return envelope into window envelope; seal & presort first class permit.	25,000	777.00
PROPOSAL D: SET UP & PROGRAMMING CHARGE			
1	Set-up and Programming Charge		0.00
PROPOSAL E: PRESORT & DELIVER TO POST OFFICE (do not include postage)			
1	Presort	35,000	0.00
2	Delivery to Post Office	35,000	0.00

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.

ADDITIONAL INFORMATION:

For additional information or questions concerning this project, please contact the Treasurer's Office, at **(248) 524-3333**.

COMPLETION SCHEDULE:

The vendor will be given a maximum of 7 calendar days to complete the printing and delivery of the yearly summer billings by July 1st each year and 7 calendar days to complete the printing and delivery of the yearly winter billings 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.

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 Elliot Troy
24-Hour Phone Number: 248 670 1120
Hours of operation: 7am - 5pm

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.

COMPANY NAME: Lasertcom

DELIVERY:

The Vendor is responsible for the cost of delivery of the finished July Billings and December Billings to the Post Office. Delivery of the yearly July Billings is required on or before July 1st each year. Delivery of the yearly December Billings is required on or before December 1st each year. The City will pay for the actual cost of first class postage via an escrow account.

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/Winter Tax Bills delivered to the Post Office within 7 calendar days from this date.

ADDITIONAL REQUIRMENTS:

1. At the conclusion of each season's print job, the awarded vendor will ship, at no charge to the City of Troy, *blank* stock for in-house tax bill printing as needed for each tax season (approximately 1,000 bills).
2. Each Summer/Winter tax season, the awarded vendor will mail test tax bills and envelopes (approximately 150 each) 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 do business.

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

COMPANY: City of Romulus
ADDRESS: 1111 Wayne Rd Romulus MI 48174
PHONE: 734.940.7580 CONTACT: Stacy Paige
EMAIL: spaige@romulusgov.com

COMPANY: City of Madison Hts
ADDRESS: 300 W 13 Mile Mad Hts MI 48071
PHONE: 248 837 2639 CONTACT: Linda Kunath
EMAIL: LindaKunath@Madison-Heights.org

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: City of Troy Taxes
COMPANY: _____
PHONE: _____ CONTACT: Sandra Kasperek
EMAIL: _____

THE SAMPLE DOCUMENT IS ATTACHED AND ENTITLED: City of Troy

PROJECT: City of Romulus Taxes
COMPANY: _____
PHONE: 734.942.7580 CONTACT: Stacy Paige
EMAIL: spaige@romulusgov.com

THE SAMPLE DOCUMENT IS ATTACHED AND ENTITLED: _____

PROJECT: City of Madison Hts Taxes
COMPANY: _____
PHONE: 248.837.2639 CONTACT: Linda Kunath
EMAIL: Linda.Kunath@Madison-Heights.org

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.

COMPANY NAME: Lasercam

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, 2021. 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. The renewal is subject to a favorable market survey and City Council approval. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City. The option cannot be exercised without Troy City Council approval and a blanket purchase order issued.

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: Lascom

ADDRESS: 2230 Elliot **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@lascomdata.com

CHECK INCLUDED: 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 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:

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.mitn.info 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.



ATTACHMENT I

COST BREAKDOWN – SUPPLY INVENTORY

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE/THOUSAND</u>
1.	#10 Standard Window Envelope - 24#	\$ <u>19.00</u> /K
2.	#9 Reply Envelope – 24#	\$ <u>16.00</u> /K
3.	8 ½ x 11, 70# white offset stock	\$ <u>20.00</u> /K
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____



**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.

Lasercum LLC

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.



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
_____, 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:~~

_____	_____
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**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	Lasercor LLC
Street Address	2230 Elliot
City	Troy
State, Zip	MI 48083
Corporate I.D. Number/State	
Taxpayer I.D. #	38-3279240

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: Laura Collins

Printed Name of Witness: Laura Collins



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:

BIDDER: Lasercom
David Grudzinski
By: David Grudzinski
Its: Owner

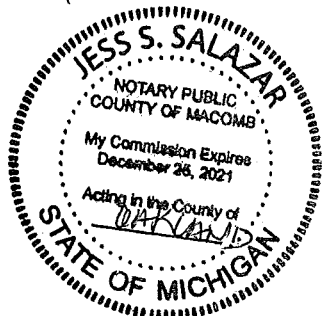
STATE OF MICHIGAN)

)ss.

COUNTY OF Macomb)

This instrument was acknowledged before me on the 17th day of March, 2020, by David Grudzinski

[Handwritten signature]





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

[Signature]
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 17th day of March, 2020 in and for Oakland
County.

My commission expires:
12/25/2021





500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: March 20, 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. One Hundred and thirty six (136) vendors were notified via the MITN website. Two (2) bids were received. Below is a detailed summary of the vendor responses.

Purchasing (continued)

Companies notified via MITN	136
Troy Companies notified via MITN	10
Troy Companies - Active email Notification	8
Troy Companies - Active Free	2
Companies that viewed the bid	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.



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 the bid pricing as detailed as 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.