

J-4 Standard Purchasing Resolutions:

- a) **Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Printing and Distributing of 2015 and 2016 Summer and Winter Tax Bills**

Resolution #2015-03-044-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 \$6,596.00 per year and a total cost of \$32,980.00, plus the actual cost of first class postage; not to exceed annual budgetary limitations at prices contained in the bid tabulation opened February 19, 2015; a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with the contract expiring December 31, 2019.

Annual Cost	\$6,596.00
Total 2-Years	\$13,192.00
Total 3-Year Renewal	\$19,788.00
Contract Total	\$32,980.00

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. 2015-00001734
 DATE: 03/20/2015
 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

COPY

EXPIRATION DATE
 12/31/2016
COUNCIL RESOLUTION
 2015-03-044-J-4a

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 Printing Services for the 2015 and 2016 Summer/Winter Tax Bills.	6,596.0000	\$13,192.00
1	Lump Sum	POSTAGE City will pay the actual cost for first class postage which shall be detailed in the invoice. Service Facility Location: Troy, MI 24 HR Phone # is 248 670 1120. Hours of Operation: 7am - 6pm. Completion Schedule: A maximum of (7) calendar days to complete the printing/delivery of the summer billings by July 1st and (7) calendar days to complete the printing/delivery of the winter billings by December 1st.	56,000.0000	\$56,000.00
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 as per bid specifications.	0.0000	\$0.00

Entered By: MaryBeth Murz

\$69,192.00

Special Instructions:

Contract to furnish All Labor, Materials, and Equipment to provide Printing Services for the 2015 and 2016 Summer/Winter Tax Bills. RENEWAL OPTION as per specifications for ITB-COT 15-03. Maximum 5% overruns. City Council Approval Date: 3/9/2015. Two Year Contract with the Option to renew for an additional three (3) years.

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

VENDOR NAME:

Lasercom LLC

Troy, MI

CHECK # -

2010374737

CHECK AMOUNT -

\$3,000.00

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE PRINTING SERVICES FOR THE 2015/2016 SUMMER/WINTER TAX BILLS WITH AN OPTION TO RENEW FOR THREE (3) ADD'L 1-YEAR TAX PERIODS.

EST QTY	DESCRIPTION	\$ PER BILLING
LASER PRINTED TAX BILLS		
10,000	INFORMATION STATEMENT 8.5" x 11" 70# White offset stock COMPLETE FOR THE SUM OF:	\$ 220.00
29,000	TAX STATEMENT 8.5" x 11" 70# White offset stock COMPLETE FOR THE SUM OF:	\$ 638.00
35,000	LASER IMPRINT FACE OF STATEMENT COMPLETE FOR THE SUM OF:	\$ 595.00
ENVELOPES		
35,000	#10 DOUBLE WINDOW ENVELOPE 24# White wove stock COMPLETE FOR THE SUM OF:	\$ 770.00
25,000	#9 REPLY ENVELOPE 24# White wove stock COMPLETE FOR THE SUM OF:	\$ 375.00
FULFILLMENTS		
10,000	INFORMATION STATEMENT Fold form, Insert form into window envelope etc COMPLETE FOR THE SUM OF:	\$ 200.00
25,000	TAX STATEMENT Fold form, Insert form and return envelope into window envelope etc COMPLETE FOR THE SUM OF:	\$ 500.00
SET UP & PROGRAMMING CHARGE		
COMPLETE FOR THE SUM OF:		\$ -
PRESORT & DELIVER TO POST OFFICE (Do NOT Include Postage)		
35,000	PRESORT COMPLETE FOR THE SUM OF:	\$ -
35,000	DELIVERY TO POST OFFICE COMPLETE FOR THE SUM OF:	\$ -
ESTIMATED TOTAL PER YEAR		\$ 6,596.00
ESTIMATED TOTAL (2 years)		\$ 13,192.00
ESTIMATED TOTAL (3 year renewal)		\$ 19,788.00
ESTIMATED CONTRACT GRAND TOTAL		\$ 32,980.00
COMPLETION SCHEDULE:		
Can meet		XX
Cannot meet		
SERVICE FACILITY:		
Location		2230 Elliot Troy, MI
Hours of Operations		M-F 7am - 6pm
24HR Phone Number		248 670 1120

CITY OF TROY
PURCHASE ORDER
PRINTING OF TAX BILLS

VENDOR NAME:

Laserc̄om LLC

SAMPLE DOCUMENT: Y or N

No

PAYMENT TERMS:

Net 30

DELIVERY:

EXCEPTIONS:

None

ACKNOWLEDGEMENT: Y or N

Yes

COST BREAKDOWN: Y or N

Yes

VENDOR NAME:

Lasercorn LLC	IDS.com	KCI	
Troy, MI	Madison Hts., MI	Grand Rapids, MI	
	Solution		Alternate Bid
2010374737	1309	860010	860010
\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00

CHECK # -
CHECK AMOUNT -

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE PRINTING SERVICES FOR THE 2015/2016 SUMMER/WINTER TAX BILLS WITH AN OPTION TO RENEW FOR THREE (3) ADD'L 1-YEAR TAX PERIODS.

EST QTY	DESCRIPTION	\$ PER BILLING	\$ PER BILLING	\$ PER BILLING	\$ PER BILLING
LASER PRINTED TAX BILLS					
10,000	INFORMATION STATEMENT 8.5" x 11" 70# White offset stock COMPLETE FOR THE SUM OF:	\$ 220.00	\$ 250.00	\$ 439.80	\$ -
29,000	TAX STATEMENT 8.5" x 11" 70# White offset stock COMPLETE FOR THE SUM OF:	\$ 638.00	\$ 696.00	\$ 1,319.40	\$ -
35,000	LASER IMPRINT FACE OF STATEMENT COMPLETE FOR THE SUM OF:	\$ 595.00	\$ 875.00	\$ -	\$ -
ENVELOPES					
35,000	#10 DOUBLE WINDOW ENVELOPE 24# White wove stock COMPLETE FOR THE SUM OF:	\$ 770.00	\$ 1,925.00	\$ 2,005.71	\$ -
25,000	#9 REPLY ENVELOPE 24# White wove stock COMPLETE FOR THE SUM OF:	\$ 375.00	\$ 750.00	\$ 804.55	\$ 750.00
FULFILLMENTS					
10,000	INFORMATION STATEMENT Fold form, Insert form into window envelope etc COMPLETE FOR THE SUM OF:	\$ 200.00	\$ 200.00	\$ 500.00	\$ 800.00
25,000	TAX STATEMENT Fold form, Insert form and return envelope into window envelope etc COMPLETE FOR THE SUM OF:	\$ 500.00	\$ 500.00	\$ 1,250.00	\$ 2,000.00
SET UP & PROGRAMMING CHARGE					
COMPLETE FOR THE SUM OF:		\$ -	\$ 150.00	\$ 220.50	\$ -
PRESORT & DELIVER TO POST OFFICE (Do NOT Include Postage)					
35,000	PRESORT COMPLETE FOR THE SUM OF:	\$ -	\$ -	\$ 375.00	\$ -
35,000	DELIVERY TO POST OFFICE COMPLETE FOR THE SUM OF:	\$ -	\$ -	\$ -	\$ -
ESTIMATED TOTAL PER YEAR		\$ 6,596.00	\$ 10,692.00	\$ 13,829.92	\$ 7,100.00
ESTIMATED TOTAL (2 years)		\$ 13,192.00	\$ 21,384.00	\$ 27,659.84	\$ 14,200.00
ESTIMATED TOTAL (3 year renewal)		\$ 19,788.00	\$ 32,076.00	\$ 41,489.76	\$ 21,300.00
ESTIMATED CONTRACT GRAND TOTAL		\$ 32,980.00	\$ 53,460.00	\$ 69,149.60	\$ 35,500.00
COMPLETION SCHEDULE:					
Can meet		XX	XX	XX	XX
Cannot meet					
SERVICE FACILITY:					
Location		2230 Elliot Troy, MI	747 E. Whitcomb Madison Hts, MI	3901 E. Paris Ave Grand Rapids, MI	3901 E. Paris Ave Grand Rapids, MI
Hours of Operations		M-F 7am - 6pm	M-F 8AM to 5PM	M-F 8AM to 5PM	M-F 8AM to 5PM
24HR Phone Number		248 670 1120	248 588 2415	616 957 2120	616 957 2120

Opening Date -- 2/19/2015
 Date Reviewed -2/20/2015

CITY OF TROY
 BID TABULATION
 PRINTING OF TAX BILLS

VENDOR NAME:

	Lasercom LLC	IDS.com	KCI	KCI
				Alternate Bid
SAMPLE DOCUMENT:	No	Yes	Yes	Yes
PAYMENT TERMS:	Net 30	Net 20	Net 30	Net 30
DELIVERY:	7 Calendar Days - As Specified			Postage Paid
EXCEPTIONS:	None	Yes	None	Yes
		60 days notice for programming/ set-up.		
ACKNOWLEDGEMENT:	Yes	Yes	Yes	Yes
COST BREAKDOWN:	Yes	Yes	Yes	Yes
DMS:	HIGHLIGHTED AREA DENOTES LOW TOTAL BIDDER			

Y or N

PAYMENT TERMS:

DELIVERY:

EXCEPTIONS:

Y or N

Y or N

DMS:

Vendor: *Peregrine*

Reason: *Bid was received late*

ATTEST:

Susan Riesterer

Sandra Kasperek

Enna Bachelor

MaryBeth Murz
 Purchasing Manager



CITY OF TROY
BID PROPOSAL

ITB-COT 15-03
Page 1 of 5

The undersigned proposes to FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE PRINTING SERVICES FOR THE 2015 AND 2016 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: Lasercom LLC

PROPOSAL: PRINTING SERVICES FOR THE 2015 AND 2016 SUMMER/WINTER TAX BILLS IN ACCORDANCE WITH BID SPECIFICATIONS.

LASER PRINTED TAX BILLS FOR JULY & DECEMBER

EST QTY (Per Billing)	<u>Information Statement</u>	
10,000	8.5" x 11" 70# white offset stock, 2-color process on face, black on back.	Complete for the sum of: \$ <u>220.00</u> /Billing
	<u>Tax Statement</u>	
29,000	8.5" x 11" 70# white offset stock, 2-color process on face, black on back.	Complete for the sum of: \$ <u>638.00</u> /Billing
35,000	Laser Imprint Face of Statement	Complete for the sum of: \$ <u>595.00</u> /Billing

ENVELOPES

EST QTY (Per Billing)	<u>#10 Special Double Window Envelope</u>	
35,000	24# white wove stock.	Complete for the sum of: \$ <u>770.00</u> /Billing
	<u>#9 Reply Envelope</u>	
25,000	24# white wove stock; prints black on face and back	Complete for the sum of: \$ <u>375.00</u> /Billing

FULFILLMENTS

EST QTY (Per Billing)	<u>Information Statement</u>	
10,000	Fold form; insert form into window envelope; seal & presort first class permit	Complete for the sum of: \$ <u>200.00</u> /Billing
	<u>Tax Statement</u>	
25,000	Fold form; insert form and return envelope into window envelope; seal & presort first class permit.	Complete for the sum of: \$ <u>500.00</u> /Billing

SET-UP & PROGRAMMING CHARGE

Complete for the sum of: \$ 3248.00 /Billing

PRESORT & DELIVER TO POST OFFICE (do not include postage)

EST QTY (Per Billing)	Presort	Complete for the sum of: \$ <u>0.00</u> /Billing
35,000		
35,000	Delivery to Post Office	Complete for the sum of: \$ <u>0.00</u> /Billing

COST BREAKDOWN
above, which may fit
proposal a complete
Attachment I)



Lasercom
Your Data Processing & Direct Mail Resource!

included in the total cost
e include with your bid
if bid submission. (See

Dave Grudzinski

2230 Elliott Dr.
Troy, Michigan 48063
248-585-2800 FAX 248-585-1490
dave@lasercomdata.com
www.lasercomdata.com

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 forfeit 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 MI
24-Hour Phone Number: 248 670 1120
Hours of operation: M-F 7am - 6pm

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 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.

COMPANY NAME: Lasercor LLC

Additional Requirements:

1. At the conclusion of this contract, if requested by the City, 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.

COMPANY NAME: _____

REFERENCES

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

COMPANY: City of Troy DPW
ADDRESS: 4693 Rochester Rd Troy MI 48085
PHONE: _____ CONTACT: Emily Frontera
EMAIL: E.Frontera@troy.mi.gov

COMPANY: City of Auburn Hills
ADDRESS: 1500 Brown Rd Auburn Hills MI 48326
PHONE: 248.370.9340 CONTACT: Jackie Meyers
EMAIL: j.meyers@auburnhills.org

COMPANY: City of Warren
ADDRESS: One City Center Warren MI 48089
PHONE: 586.574.4699 CONTACT: Doug Reichle
EMAIL: dreichle@cityofwarren.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: Warren 2014 Winter Taxes
COMPANY: City of Warren
PHONE: 586.574.4699 CONTACT: Doug Reichle
EMAIL: dreichle@cityofwarren.org

THE SAMPLE DOCUMENT IS ATTACHED AND ENTITLED: Warren 2014 Winter Tax

PROJECT: City of Taylor Winter Tax
COMPANY: City of Taylor
PHONE: 734.574.1301 CONTACT: Ed Bourassa
EMAIL: ebourassa@ci.taylor.mi.us

THE SAMPLE DOCUMENT IS ATTACHED AND ENTITLED: City of Taylor

PROJECT: 2014 Tax Bill Washington Twp
COMPANY: Washington Twp
PHONE: 586.786.0010 CONTACT: Pat Hohensee
EMAIL: phohensee@washingtontwp.mi.org

THE SAMPLE DOCUMENT IS ATTACHED AND ENTITLED: 2014 Summer Tax Bill

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

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, 2016. 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: Lasercom LLC

ADDRESS: 2230 Elliot CITY: Troy STATE: MI ZIP: 48083

PHONE: (248) 585 2800 FAX NUMBER: (248) 585 1490

REPRESENTATIVE'S NAME: David Grudzinski

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: David Grudzinski (Print)

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

CHECK INCLUDED: Yes (Certified check, cashier's check, or money order)

DELIVERY / COMPLETION: **7 calendar days** (see "Presort and Deliver to Post Office", Bid Specifications, page 2 of 5)

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 MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law. Please include a copy of any relevant MSDS 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 Special Double Window Envelope - 24#	\$ <u>22.00</u> /K
2.	#9 Reply Envelope – 24#	\$ <u>15.00</u> /K
3.	8 ½ x 11, 70# white offset stock	\$ <u>22.00</u> /K
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____



February 5, 2015

**Addendum 1
ITB-COT 15-03
Tax Bill Printing
Page 1 of 1**

To All Bidders:

Please be advised that the City of Troy Purchasing Department has authorized the following responses to questions for **ITB-COT 15-03, Tax Bill Printing**. The INFORMATION contained herein is for clarification purposes and will be considered an integral part of the original proposal documents.

QUESTION: I need clarification on the 2- color print process.

ANSWER: The printing shall be done on white 8.5" x 11" 70# white paper. The printing process requires two (2) colors. The colors are black and a second color that varies based on the tax season. *Included with this Addendum are color samples of tax bills for your reference.*

QUESTION: Are the quantities correct?

ANSWER: All the quantities as stated in the bid are correct. The quantities are estimated and are per billing.

Information Statement: The estimated quantity of 10,000 is correct as detailed in the bid. The informational version is for mortgage holders.

Tax Statement: The estimated quantity of 29,000 is correct as detailed in the bid. 25,000 is the estimated quantity for the *homeowner pay* version. The *additional* 4,000 is the estimated quantity for reprinting some mortgage coded bills and blank stock to be sent to the Treasurer's office.

I, the undersigned Bidder, have read this addendum and have integrated the additional information into the Request for Proposal documents for **ITB-COT 15-03, Tax Bill Printing**. All other items in the original proposal document remain the same. This addendum should be attached to the top of the proposal packet at the time of submission on or before **Thursday, February 19, 2015 at 10:00 A.M., EST** in the Office of the City Clerk.

COMPANY:

Lasercom LLC

NAME OF REPRESENTATIVE:

David Grudzinski

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

David Grudzinski
(Print)

ADDRESS:

2930 Elliot
Troy MI

DATE:

2-18-15



February 16, 2015

**Addendum 2
ITB-COT 15-03
Tax Bill Printing
Page 1 of 1**

To All Bidders:

Please be advised that the City of Troy Purchasing Department has authorized the following response to a question for **ITB-COT 15-03, Tax Bill Printing**. The INFORMATION contained herein is for clarification purposes and will be considered an integral part of the original proposal documents.

QUESTION: I need to know if the output file to the vendor from Equalizer comes out in an "export" or "pdf" version.

ANSWER: The file given to the vendor from Equalizer is an "export" version.

I, the undersigned Bidder, have read this addendum and have integrated the additional information into the Request for Proposal documents for **ITB-COT 15-03, Tax Bill Printing**. All other items in the original proposal document remain the same. This addendum should be attached to the top of the proposal packet at the time of submission on or before **Thursday, February 19, 2015 at 10:00 A.M., EST** in the Office of the City Clerk.

COMPANY:

Lasercor LLC

NAME OF REPRESENTATIVE:

David Grudzinski

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

Nancy Stuchinski
(Print)

ADDRESS:

2230 Elliot
Troy

DATE:

2.18.15



City of Warren, Michigan
 One City Square, Suite 200
 Warren, Michigan 48093-2395
 586.574.4542

2014 Winter Tax Bill Real Estate

Office of the Treasurer
 Carolyn Kurkowski Moceri



LEXINGTON TOWNHOUSE CO-OP
 8181 HETTENBERGER AVE
 WARREN MI 48093-2823

69 27394

Parcel I.D. Number	PRE/MBT %	School District	Taxable Value	S.E.V.
13-15-303-001	100.0000	50010 CENTERLINE (04)	1,563,270	2,132,000

RATE	DESCRIPTION	AMOUNT
27.86560	City Tax	43,561.41
6.00000	School SET	9,379.62
3.05000	School Debt	4,767.97
18.00000	School Operating	0.00
16.53540	School Supplemental	25,849.29
1.42120	M.C.C.	2,221.71
0.10500	M.C.C. Debt	164.14
2.94300	I.S.D.	4,600.70
4.56850	County Tax (Summer)	7,141.79
	Admin Fee (Summer)	541.25
1.35960	County Tax (Winter)	2,125.40
0.20000	DIA Tax	312.65
	Admin Fee (Winter)	24.38

Property Address MARCIA
 Mortgage Company Name

**PLEASE NOTE:
 TWO (2) DIFFERENT
 DUE DATES
 AT BOTTOM**

**New EASY PAY For Checking Account Payments
www.cityofwarren.org or 1-877-264-5744

Credit Card Payments Accepted with a 3rd party fee:
 AT CITY HALL: 2nd Floor
 INTERNET: www.cityofwarren.org
 PHONE: 1-844-435-3977

Total Taxes	\$100,690.31
Interest	0.00
Previous Payment	98,227.88
Balance Due	\$2,462.43

**2014 SUMMER TAX
 PLEASE RETURN WITH PAYMENT**

LEXINGTON TOWNHOUSE CO-OP
 13-15-303-001
 MARCIA

Summer Tax Due	0.00
Interest/Penalty	0.00
Summer Balance	0.00

Due by 02/02/2015

**2014 WINTER TAX
 PLEASE RETURN WITH PAYMENT**

LEXINGTON TOWNHOUSE CO-OP
 13-15-303-001
 MARCIA

Winter Tax Due	2,462.43
Total Winter Tax Due	2,462.43

Due by 03/02/2015





CITY OF TAYLOR

Edward L Bourassa
Treasurer

23555 DDDARD
TAYLOR, MI 48180-4116
(734) 287-6550
www.cityoftaylor.com

2014 Summer

TAX STATEMENT

00017 1

PARCEL NUMBER
T120 033-03-0009-000
10850 ISLAND LAKE DR

Percent Declared as Homestead Qualified	0
Assessed Value	4,000
State Equalized Value	4,000
Taxable Value	4,000

TAXING AUTHORITY	TAX AMOUNT
RESA ISD-OPER	34.81
STATE EDUCATION TAX	24.00
TAYLOR BUILDING AUTH.	8.75
CITY OF TAYLOR	37.37
WAYNE COUNTY	22.59
GARBAGE AND DISPOSAL TAX	16.36
RESA ISD-SP-ED	13.47
SCHOOL OPERATING	72.00
VOTER APPROVED LEVY 5/96	3.84



BLUE ISLAND LAKES LLC
32400 TELEGRAPH RD STE 100
BINGHAM FARMS MI 48025-2459

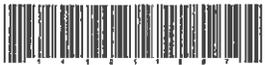
15T9 UNIT 9 WAYNE COUNTY COND SUB P LAN NO 326 AKA
ISLAND LAKES AT MIDTOWN
TAYLOR T3S R10E L45229 OF DEEDS P 1 TO 87
WCR-K-0.50

PAYMENT BY MAIL: Detach bottom portion of tax statement and mail with payment. Your CANCELLED CHECK will serve as your receipt. PLEASE USE THE ENCLOSED ENVELOPE IF PAYING BY MAIL. If you require a stamped paid receipt, send full tax statement and a self addressed stamped envelope

PAYMENT IN PERSON: Bring this copy of the statement along with cash, check, or money order to the Treasurer's Department Cashier's window. Payment can also be made in the secure drop box at the Pine Street entrance of City Hall (by check or money order NO CASH), 24 hours a day.

Total Tax 233.57
Administration Fee 2.29

Total Due 235.86



141211807

Return Bottom Portion with Payment



CITY OF TAYLOR

Edward L Bourassa
Treasurer

PO BOX 335
TAYLOR, MI 48180-0335
(734) 287-6550
www.cityoftaylor.com

2014 Summer

TAX STATEMENT

T120 033-03-0009-000
BLUE ISLAND LAKES LLC
32400 TELEGRAPH RD STE 100
BINGHAM FARMS

Percent Declared as Homestead Qualified	0
Assessed Value	4,000
State Equalized Value	4,000
Taxable Value	4,000

TREASURER'S COPY	TAX AMOUNT
	235.86

MUST HAVE BILL TO PAY IN PERSON

See Due Dates On Reverse Side. Return This Portion With Payment.

Make Check or Money Order Payable in US Dollars on a US Bank to City of Taylor.

For Complete Property Description See Assessment Roll at Treasurer's Office.

Write Parcel # on Check

10850 ISLAND LAKE DR



141211807

DUE September 30, 2014

MESSAGE TO TAXPAYER

Make checks payable to Washington Township Treasurer. PAYMENT MUST ARRIVE BY DUE DATE TO AVOID INTEREST. POSTMARKS ARE NOT ACCEPTED AS ON-TIME PAYMENT.

Payable July 1-Sept 15 at Comerica Banks & also at LOCAL branch of First Merit Bank. Drop box is available on left of front entrance at Township Hall. To pay online visit www.officialpayments.com or call 1-800-272-9829. Use jurisdiction code 7160. A convenience fee will be charged by Official Payments.

INFO ONLY

PROPERTY INFORMATION

Property Assessed To: IRWIN BRENT E IRWIN LINDA D 6080 30 MILE ROAD WASHINGTON MI 48095 Prop #: 24-04-16-100-015 School: ROMEO Property Address: 6080 30 MILE Legal Description T4N R12E SEC 16; COMMAT NW COR SEC 16; TH S88*33'24" E 330.0 FT TO POB. TH S88*33'24" E 175 FT; TH S01*43'40" W 396 FT; TH N88*34'44" W 175 FT; TH N01*43'40" E 396 FT TO POB. 1.59 ACRES

TAX DETAIL

Taxable Value: 108390 State Equalized Value: 120200 CLASS: 401 Principal Residence Exemption: 100 Bill # 01980 Mortgage Co: CAPAC STATE BANK

Table with 3 columns: DESCRIPTION, MILLAGE, AMOUNT. Rows include COUNTY OPERATING, STATE ED TAX, SCH OPERATING, SCH DEBT, SINKING FUND, MISD, COLLEGE OPER, COLLEGE DEBT.

Total Tax 38.33770 2,204.37 TOTAL AMOUNT DUE 2,204.37

INFO ONLY

OPERATING FISCAL YEARS

The taxes on bill will be used for governmental operations for the following fiscal year(s):

Table with 2 columns: Category (County, State Ed, School, ISD/College) and Fiscal Year(s) (01/01 - 12/31, 10/01 - 09/30, 07/01 - 06/30, 07/01 - 06/30).

Does NOT affect when the tax is due or its amount

PAYMENT MUST ARRIVE BY DUE DATE-POSTMARK NOT ACCEPTED AS ON-TIME. 1% Interest begins on 9/16/14, 2%-10/1/14, 3%-11/1/14, 4%-12/1/14, 5%-1/1/15, 6%-2/1/15 - 2/28/15. All payments made AFTER 2/28/15 must be paid to the Macomb County Treasurer with late fees applied.

NAME & MAILING CHANGES MUST BE MADE AT THE ASSESSOR'S OFFICE.

* INDICATES SPECIAL ASSESSMENT

A \$35.00 FEE WILL BE CHARGED ON ALL NSF CHECKS.

Please detach and return lower portion with your payment.

2014 SUMMER TAX BILL

Charter Township of Washington

Linda S Verellen, Treasurer 57900 Van Dyke Washington MI 48094-2883 586-786-0010

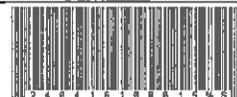
Property Address: 6080 30 MILE

Mortgage Co. Name: CAPAC STATE BANK THIS TAX IS DUE BY: 09/15/2014 AFTER 09/15/2014 SEE NOTE ABOVE 2014 Summer Tax for Prop#:24-04-16-100-015

Bill # 01980

TOTAL AMOUNT DUE: 2,204.37

IRWIN BRENT E IRWIN LINDA D 6080 30 MILE ROAD WASHINGTON MI 48095



MaryBeth Murz

From: Dave Grudzinski <dave@lasercomdata.com>
Sent: Friday, February 20, 2015 12:47 PM
To: MaryBeth Murz
Subject: Print and Mail Tax Bills

Ms Murz,

I attended the bid opening yesterday and realized I made a grievous error in my bid package. I inadvertently entered the **sum** of all the charges we bid, on the line that read set-up & programming charges. Our intention was to enter 0.00 for that line item. This error doubles our intended bid price and certainly renders us out of line with other bids.

I would appreciate any consideration you could give to this situation, and I completely understand if nothing can be done to correct my mistake. The company is a long standing corporate, and I a personal citizen of Troy. We have processed Troy's water bills for several years and currently process tax bills for several municipalities in the area. We are well versed in the area of statement production and the bidding process required to procure that business. Any consideration you could give to correcting my error would be very much appreciated.

Sincerely

David Grudzinski
Owner
Lasercom LLC
2230 Elliot
Troy MI 48083
248-585-2800