



## CITY COUNCIL AGENDA ITEM

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February 29, 2012

To: John Szerlag, City Manager

From: Tom Darling, Acting Director Finance & Administrative Services  
Susan A. Leirstein, Purchasing Director  
Sandra Kasperek, City Treasurer

Subject: Standard Purchasing Resolution 1: Award To Low Bidder -  
Printing and Distribution of 2012 and 2013 Summer and Winter Tax Bills

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### **Background**

On February 22, 2012, competitive bids were received, as required by City Charter and Code, to furnish requirements of the printing and distribution of the City of Troy's 2011 and 2012 summer and winter tax bills with the option to renew for one (1) additional year. 109 vendors were notified via the MITN website with five (5) bid responses received. Local vendors are given an opportunity to match the low bid, if they are within 5% of the low total responsible bidder. The two (2) local bids received were outside this parameter. Peregrine Services Inc. of Monroe, LA is the recommended bidder with nineteen years of experience providing direct mailing services.

The City will pay the actual cost of first-class postage via escrow account.

### **Recommendation**

City management recommends awarding a two-year contract with the option to renew for one (1) additional year to produce, print and distribute the City's summer and winter tax bills to the low total bidder, Peregrine Services Inc. of Monroe, LA for an estimated total cost of \$14,384.00 for two years, at unit prices contained in the bid tabulation opened February 22, 2012, to expire December 31, 2013.

### **Fund Availability**

Multi-year budgets are used to fund multi-year contracts creating the opportunity for economies of scale, which saves money. Funds for these services are available in the printing and postage accounts in the operating budget of the Treasurer's Office.

VENDOR NAME:

<b>Peregrine</b>	Lasercom LLC	Ancor	DIVDAT
<b>Services</b>		DBA Utilitec	
<b>Inc</b>			
CHECK # -	038366	9117600985	411667 On Deposit
CHECK AMOUNT -	\$ 3,000.00	\$3,000.00	\$ 3,000.00

**PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE PRINTING SERVICES FOR THE 2012/2013 SUMMER/WINTER TAX BILLS WITH AN OPTION TO RENEW FOR ONE (1) ADDITIONAL YEAR**

EST QTY	DESCRIPTION	\$ PER BILLING	\$ PER BILLING	\$ PER BILLING	\$ PER BILLING
<b>LASER PRINTED TAX BILLS</b>					
10,000	INFORMATION STATEMENT 8.5" x 11" 70# White offset stock <b>COMPLETE FOR THE SUM OF:</b>	\$ 180.00	\$ 243.75	\$ 220.00	\$ 226.00
29,000	TAX STATEMENT 8.5" x 11" 70# White offset stock <b>COMPLETE FOR THE SUM OF:</b>	\$ 541.00	\$ 706.88	\$ 650.00	\$ 655.00
35,000	LASER IMPRINT FACE OF STATEMENT <b>COMPLETE FOR THE SUM OF:</b>	\$ 700.00	\$ 875.00	\$ 895.00	\$ 913.00
<b>ENVELOPES</b>					
35,000	#10 DOUBLE WINDOW ENVELOPE 24# White wove stock <b>COMPLETE FOR THE SUM OF:</b>	\$ 1,050.00	\$ 795.81	\$ 695.00	\$ 737.00
25,000	#9 REPLY ENVELOPE 24# White wove stock <b>COMPLETE FOR THE SUM OF:</b>	\$ 475.00	\$ 505.31	\$ 525.00	\$ 537.00
<b>FULFILLMENTS</b>					
10,000	INFORMATION STATEMENT Fold form, Insert form into window envelope etc <b>COMPLETE FOR THE SUM OF:</b>	\$ 100.00	\$ 150.00	\$ 235.00	\$ 242.00
25,000	TAX STATEMENT Fold form, Insert form and return envelope into window envelope etc <b>COMPLETE FOR THE SUM OF:</b>	\$ 375.00	\$ 500.00	\$ 595.00	\$ 634.00
<b>SET UP &amp; PROGRAMMING CHARGE</b>					
	<b>COMPLETE FOR THE SUM OF:</b>	\$ -	\$ 275.00	\$ 250.00	\$ -
<b>PRESORT &amp; DELIVER TO POST OFFICE (Do NOT Include Postage)</b>					
35,000	PRESORT <b>COMPLETE FOR THE SUM OF:</b>	\$ 175.00	\$ -	\$ 375.00	\$ 525.00
35,000	DELIVERY TO POST OFFICE <b>COMPLETE FOR THE SUM OF:</b>	\$ -	\$ -	\$ -	\$ -
	<b>ESTIMATED TOTAL PER YEAR</b>	\$ 7,192.00	\$ 8,103.50	\$ 8,880.00	\$ 8,938.00
	<b>ESTIMATED GRAND TOTAL (two years)</b>	\$ 14,384.00	\$ 16,207.00	\$ 17,760.00	\$ 17,876.00
<b>COMPLETION SCHEDULE:</b>					
	Can meet	XX	XX	XX	XX
	Cannot meet				
<b>SERVICE FACILITY:</b>					
	Location	Monroe LA	2230 Elliot Troy, MI	1911 Woodslee Troy	10811 Northend Ferndale, MI
	Hours of Operations	7-6pm Central	M-F 7AM to 6PM	M-F 24hrs	8 AM to 6 PM
	24HR Phone Number	318-325-4762	248-670-1120	248-740-8866	248-721-2787

Opening Date -- 2/22/2012  
 Date Reviewed -- 2/29/12

CITY OF TROY  
 BID TABULATION  
 PRINTING OF TAX BILLS

VENDOR NAME:

<b>Peregrine</b>	Lasercom LLC	Ancor	DIVDAT		
<b>Services Inc</b>		DBA Utilitec			
<b>SAMPLE DOCUMENT</b>	Y or N	No	No	Yes	Yes
<b>PAYMENT TERMS</b>		Net 30	Net 30	Net 45	Net 30
<b>DELIVERY</b>		<b>7 Calendar Days - As Specified</b>			
<b>EXCEPTIONS:</b>		Blank	None	Blank	Attached To Bid
<b>ACKNOWLEDGEMENT:</b>	Y or N	Yes	Yes	Yes	Yes
<b>COST BREAKDOWN</b>	Y or N	Yes	Yes	Yes	Yes

**HIGHLIGHTED AREA DENOTES LOW TOTAL BIDDER**

**ATTEST:**

Susan Riesterer  
Sandra Kasperek  
Susan Leirstein

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 Susan Leirstein CPPO CPPB  
 Purchasing Director

VENDOR NAME:

LaserTec

CHECK # -

435331

CHECK AMOUNT -

\$3,000.00

**PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE PRINTING SERVICES FOR THE 2012/2013 SUMMER/WINTER TAX BILLS WITH AN OPTION TO RENEW FOR ONE (1) ADDITIONAL YEAR**

EST QTY	DESCRIPTION	\$ PER BILLING		
<b>LASER PRINTED TAX BILLS</b>				
10,000	INFORMATION STATEMENT 8.5" x 11" 70# White offset stock <b>COMPLETE FOR THE SUM OF:</b>	\$ 657.00		
29,000	TAX STATEMENT 8.5" x 11" 70# White offset stock <b>COMPLETE FOR THE SUM OF:</b>	\$ 952.00		
35,000	LASER IMPRINT FACE OF STATEMENT <b>COMPLETE FOR THE SUM OF:</b>	\$ 950.00		
<b>ENVELOPES</b>				
35,000	#10 DOUBLE WINDOW ENVELOPE 24# White wove stock <b>COMPLETE FOR THE SUM OF:</b>	\$ 918.54		
25,000	#9 REPLY ENVELOPE 24# White wove stock <b>COMPLETE FOR THE SUM OF:</b>	\$ 481.95		
<b>FULFILLMENTS</b>				
10,000	INFORMATION STATEMENT Fold form, Insert form into window envelope etc <b>COMPLETE FOR THE SUM OF:</b>	\$ 260.00		
25,000	TAX STATEMENT Fold form, Insert form and return envelope into window envelope etc <b>COMPLETE FOR THE SUM OF:</b>	\$ 650.00		
<b>SET UP &amp; PROGRAMMING CHARGE</b>				
<b>COMPLETE FOR THE SUM OF:</b>		\$ 200.00		
<b>PRESORT &amp; DELIVER TO POST OFFICE</b> (Do NOT Include Postage)				
35,000	PRESORT <b>COMPLETE FOR THE SUM OF:</b>	\$ 175.00		
35,000	DELIVERY TO POST OFFICE <b>COMPLETE FOR THE SUM OF:</b>	\$ -		
<b>ESTIMATED TOTAL PER YEAR</b>		\$ 10,488.98		
<b>ESTIMATED GRAND TOTAL (two years)</b>		\$ 20,977.96		
<b>COMPLETION SCHEDULE:</b>				
Can meet		XX		
Cannot meet				
<b>SERVICE FACILITY:</b>				
Location		33472 Sterling Pond		
		Sterling Hts		
Hours of Operations		24 hours		
24HR Phone Number		800-388-5832		

Opening Date -- 2/22/2012  
 Date Reviewed -- 2/29/12

CITY OF TROY  
 BID TABULATION  
 PRINTING OF TAX BILLS

VENDOR NAME:

LaserTec			
<b>SAMPLE DOCUMENT</b>	Y or N	Yes	
<b>PAYMENT TERMS</b>		30 days	
<b>DELIVERY</b>		<b>7 Calendar Days - As Specified</b>	
<b>EXCEPTIONS:</b>		Blank	
<b>ACKNOWLEDGEMENT:</b>	Y or N	Yes	
<b>COST BREAKDOWN</b>	Y or N	Yes	

**ATTEST:**

Susan Riesterer  
Sandra Kasperek  
Susan Leirstein