



CITY COUNCIL AGENDA ITEM

Date: February 5, 2014

To: Brian Kischnick, City Manager

From: Tom Darling, Director of Financial Services
MaryBeth Murz, Purchasing Manager
Sandra Kasperek, City Treasurer

Subject: Standard Purchasing Resolution 3: Exercise Renewal Option – Tax Bill Printing Services

History

On March 5, 2012, Troy City Council approved a two-year contract to provide Laser printing and the Distribution of the City of Troy Summer and Winter Tax Bills, with an option to renew for one (1) additional year to the low bidder, Peregrine Services Inc. of Monroe, LA, with an option to renew for one additional (1) year (tax period). {Resolution #2012-03-060-J4c}.

- Vendor is required to provide laser printed tax bills inserted in envelopes, presorted and delivered to the post office by a specified date.
- Peregrine Services Inc. has proven to be reliable in meeting all printing specifications and required deadlines.
- Peregrine Services Inc. of Monroe, LA, agreed to renew the current contract under the same prices, terms and conditions for one (1) additional year.

Purchasing

The Purchasing Department performed a market survey and based on the results and the successful performance of Peregrine Services has concluded that it is in the City's best interest to exercise the renewal option.

Financial

Funds for these services are available in the printing and postage accounts in the operating budget of the Treasurer's Office.

Recommendation

City management recommends exercising the one (1) year option to renew Laser printing and the Distribution of the City of Troy Summer and Winter Tax Bills with Peregrine Services Inc. of Monroe, LA, under the same prices, terms and conditions.