



CITY COUNCIL AGENDA ITEM

Date: March 2, 2015

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
 Sandy Kasperak, City Treasurer
 Tom Darling, Director of Financial Services

Subject: Standard Purchasing Resolution 2: Award to Low Bidder meeting Specifications – Printing and Distribution of 2015 and 2016 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, 2014.

Purchasing

On February 19, 2015, a bid opening was conducted as required by City Charter and Code for Tax Bill Printing. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info and was sent to the Troy Chamber of Commerce. Four (4) bid proposals were received. Below is a detailed summary of potential vendors for both bid opportunities:

Companies notified via MITN	140
Troy Companies notified via MITN	9
Troy Companies notified Active email notification	9
Troy Companies - Active Free	0
Companies that viewed the bid	34
Troy Companies that viewed the bid	2

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 low bidder meeting specifications and is being recommended to furnish all labor, materials and equipment to provided printing services for the 2015/2016 Summer/winter Tax Bills with an option to renew for three (3) additional years.

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 billing unit bid pricing; for an estimated annual cost of \$6,596.00 per year, not to exceed annual budgetary limitations at prices contained in the bid tabulation opened February 19, 2015. The award is contingent upon the contractors’ submission of properly executed bid documents including insurance certificates, and all other specified requirements.

VENDOR NAME:

Lasercom LLC	IDS.com	KCI	
Troy, MI	Madison Hts., MI	Grand Rapids, MI	
	Solution		Alternate Bid
CHECK # - 2010374737	1309	860010	860010
CHECK AMOUNT - \$3,000.00	\$3,000.00	\$3,000.00	\$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	\$ 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
No	Yes	Yes	Yes
Net 30	Net 20	Net 30	Net 30
		Postage Paid	Postage Paid
7 Calendar Days - As Specified			
None	Yes	None	Yes
	60 days notice for programming/ set-up.		
Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes
HIGHLIGHTED AREA DENOTES LOW TOTAL BIDDER			

SAMPLE DOCUMENT: Y or N

PAYMENT TERMS:

DELIVERY:

EXCEPTIONS:

ACKNOWLEDGEMENT: Y or N

COST BREAKDOWN: Y or N

DMS:

Vendor: *Peregrine*

Reason: *Bid was received late*

ATTEST:

Susan Riesterer

Sandra Kasperek

Enna Bachelor

 MaryBeth Murz
 Purchasing Manager