



## CITY COUNCIL AGENDA ITEM

Date: March 19, 2015

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager  
Timothy L. Richnak, Public Works Director  
Richard Shepler, Superintendent of Water & Sewer

Subject: Standard Purchasing Resolution 2: Low Bidder Meeting Specifications– Printing and Distribution of Water/Sewer Bills

### History

- The Water and Sewer Division is responsible for the printing and distribution of water and sewer bills on a monthly basis.
- The current contract expires April 30, 2015.

### Purchasing

On March 12, 2015, a bid opening was conducted as required by City Charter and Code for water and sewer bill printing and distribution with an option to renew for three (3) additional years. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info) and the bid was also sent to the Troy Chamber of Commerce. Six (6) bid responses were received. One (1) bid was rejected because the vendor failed to submit the required bid deposit as specified in the request. Below is a detailed summary of potential vendors for the bid opportunity:

<b>Companies notified via MITN</b>	140	<p><b>MITN</b> 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.</p> <p><b>Active MITN</b> 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.</p> <p><b>Active MITN non-paying members</b> are responsible to monitor and check the MITN website for opportunities to do business with the City.</p> <p><b>Inactive MITN member</b> status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of</p>
Troy Companies notified via MITN	9	
Troy Companies notified Active email Notification	9	
Troy Companies notified Active Free	0	
<b>Companies that viewed the bid</b>	34	
Troy Companies that viewed the bid	2	

After reviewing the bid responses, *Lasercom LLC of Troy, Michigan* was the low bidder meeting specifications and is being recommended to provide printing and distribution services for water and sewer bills with the option to renew for three (3) additional years.

### Financial

Funds are available in the operating budgets of the Public Works Water and Sewer Division.

### Recommendation

City Management recommends awarding a one (1) year contract with the option to renew for three (3) additional years for Water/Sewer Bill Printing and Distribution services to *Lasercom LLC of Troy, MI* at unit prices as detailed in the bid tabulation opened March 12, 2015, for an estimated annual cost of \$12,178.22. The award is contingent upon the contractor's submission of properly executed bid documents including insurance certificates, and all other specified requirements.