



CITY COUNCIL ACTION REPORT

April 11, 2008

TO: Phillip L. Nelson, City Manager

FROM: Brian P. Murphy, Assistant City Manager/Economic Development Services
Susan A. Leirstein, Purchasing Director
Timothy L. Richnak, Public Works Director

SUBJECT: Standard Purchasing Resolution 1: – Award To Low Bidder –Printing/Distribution of Water and Sewer Bills

Background

- On April 1, 2008, bid proposals were received to provide one-year requirements of production, printing and distribution of the City of Troy water and sewer bills, with three (3) additional one-year options to renew.
- 143 vendors were notified via the MITN system with twelve (12) bid responses received.
- The award recommendation considered the vendor that best satisfies the following combination of factors: cost, professional competence, references, ability to meet processing time requirements, and best suited to meet the needs of the Water Division.
- American Mailers is the low total bidder providing printing and distribution services for 63 years.
- American Mailers Inc will be completing most of the work in-house, but sub-contracting the offset printing services to New Echelon Direct. They have over 1000 clients including Michigan Department of Treasury, Cities of Detroit and Madison Heights.

Financial Considerations

- Funds are available in the operating budgets of the Water Division.

Legal Considerations

- ITB-COT 08-15, one-year requirements of Printing/Distribution of Water and Sewer Bill services was competitively bid in accordance with City Charter and Code.

Policy Considerations

- All bidders were given the opportunity to respond with their level of interest in supplying services to the City of Troy. (Goal #II)

Options

- City management and the Public Works Department recommend awarding the contract to low total bidder, American Mailers Inc of Detroit, MI for an estimated total cost of \$12,851.30, at unit prices contained in the bid tabulation, which expires April 30, 2009.

Opening Date -- 4-01-08
 Date Prepared -- 4-1-08 (sl)

VENDOR NAME:

** American Mailers Inc.	Lasercom LLC	Divdat	Data Prose, Inc.
575033715			
CHECK # - replaces 76819	337433537	761246482	004919
CHECK AMOUNT - \$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE-YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION FOR THE CITY OF TROY'S WATER AND SEWER BILLS, WITH AN OPTION TO RENEW FOR THREE(3) ADDITIONAL ONE-YEAR PERIODS.

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	One Time, Account Set-Up	\$ 300.00	\$ -	Waived	Waived
1	Edit Charge - Hourly Rate	\$ 40.00	\$ -	\$ 125.00	\$ 150.00
109,400	Water Bill Stock - Offset Printing	\$ 0.0286	\$ 0.0200	\$ 0.018	\$ 0.022
109,400	Processing & Printing	\$ 0.025	\$ 0.030	\$ 0.034	\$ 0.0275
109,400	Mail Service- (Fold, Insert, Sort,etc)	\$ 0.015	\$ 0.025	\$ 0.025	\$ 0.0274
109,400	Carrier Envelopes - Printing on #10	\$ 0.0229	\$ 0.0221	\$ 0.025	\$ 0.033
102,000	Return Envelopes - Printing on #9	\$ 0.0206	\$ 0.0211	\$ 0.020	\$ 0.026
50	House Holding - 6 x 9 Envelope	\$ 3.00	\$ 1.00	\$ 0.057	\$ 0.05
50	House Holding - 9 x 12 Envelope	\$ 5.00	\$ 1.00	\$ 0.045	\$ 0.20
ESTIMATED TOTAL COST:		\$ 12,851.30	\$ 12,874.94	#VALUE!	#VALUE!
PROCESSING TIME: 60 Hours					
Can Meet		XX	XX	XX	XX
Cannot Meet					
SERVICE FACILITY:					
Location		Detroit, MI	Troy, MI	Ferndale, MI	Irving, TX
24-Hour Phone Number		313.842.4000 X 3204	248.670.7491	800.356.8561	972.871.4431
Hours of Operation		7 AM to 5:30 PM	M-F 7 AM to 7 PM	24/7 - 365 Days	24/7
TERMS:		N-30	N 30	Net 30	30 Day Net
DELIVERY / COMPLETION:		60 Continuous Hours - per bid proposal (page 2 of 3)			
EXCEPTIONS:		Blank	Blank	Blank	Deduct actual postage funds from City's required postage deposit which is held on file at Data Prose
ACKNOWLEDGEMENT: Y or N		Yes	Yes	Yes	Price increases based on CPI
Addendum #1		Yes	Yes	Yes	No
Addendum #2 or #2a		No	Yes	Yes	Yes
VENDOR QUESTIONNAIRE:					
Attached		Yes	Yes	Yes	Yes
Not Attached					
COST BREAKDOWN - SUPPLY INVENTORY					
Attached		Yes	Yes	Yes	Yes
Not Attached					

*Decimal point corrected on Water Bill Stock & Carrier Envlp Unit Price

** DENOTES LOW TOTAL BIDDER

ATTEST:
 Diane Fisher
 Emily Frontera
 Richard Shepler
 Linda Bockstanz

Susan Leirstein CPPB
 Purchasing Director

CITY OF TROY
 BID TABULATION
 PRINTING OF WATER & SEWER BILLS

Opening Date -- 4-01-08
 Date Prepared -- 4-01-08

VENDOR NAME:

Lasertec, Inc.	HOV Services LLC	National Data	Centron Data
	/Lason	Services	Services, Inc.
CHECK # - 078943561	078966068	5103441	514140996
CHECK AMOUNT - \$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE-YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION FOR THE CITY OF TROY'S WATER AND SEWER BILLS, WITH AN OPTION TO RENEW FOR THREE(3) ADDITIONAL ONE-YEAR PERIODS.

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	One Time, Account Set-Up	\$ 300.00	\$ 250.00	\$ 2,100.00	\$ 500.00
1	Edit Charge - Hourly Rate	\$ 100.00	\$ 125.00	\$ 75.00	\$ 85.00
109,400	Water Bill Stock - Offset Printing	\$ 0.018157	\$ 0.0090	\$ 0.02441	\$ 0.018
109,400	Processing & Printing	\$ 0.023	\$ 0.0430	\$ 0.0378	\$ 0.045
109,400	Mail Service- (Fold, Insert, Sort,etc)	\$ 0.034	\$ 0.0585	\$ 0.03767	\$ 0.035
109,400	Carrier Envelopes - Printing on #10	\$ 0.03374	\$ 0.0277	\$ 0.02622	\$ 0.035
102,000	Return Envelopes - Printing on #9	\$ 0.02799	\$ 0.0240	\$ 0.02091	\$ 0.032
50	House Holding - 6 x 9 Envelope	\$ 0.4000	\$ 0.2500	\$ 0.1131	\$ 1.00
50	House Holding - 9 x 12 Envelope	\$ 0.4000	\$ 0.2500	\$ 0.1131	\$ 1.00
ESTIMATED TOTAL COST:		\$ 15,208.31	\$ 17,967.08	\$ 18,114.47	\$ 18,499.20
PROCESSING TIME: 60 Hours					
Can Meet		XX	XX	XX	XX
Cannot Meet					
But offers:					
SERVICE FACILITY:					
Location		Sterling Heights, MI	Livonia, MI	St. Charles, IL	Northon Shores, MI
24-Hour Phone Number		586.274.4500	734.632.1604	630.845.7000	800.732.8787
Hours of Operation		8 to 5 - 24 hr peak	24/7	6 days /24 hrs	M-F 24 hrs
TERMS:		Blank	Net 30	Net 30	N 30
DELIVERY / COMPLETION:		60 Continuous Hours - per bid proposal (page 2 of 3)			
EXCEPTIONS:		Attachment 1 is not	No Exceptions	Blank	None
		Applicable, prices are			
		all inclusive for stock			
ACKNOWLEDGEMENT: Y or N		Yes	Yes	Yes	Yes
Addendum #1		Yes	Yes	Yes	Yes
Addendum #2 or #2a		No	Yes	Yes	Yes
VENDOR QUESTIONNAIRE:					
Attached		Yes	Yes	Yes	Yes
Not Attached					
COST BREAKDOWN - SUPPLY INVENTORY					
Attached		Yes	Yes	Yes	Yes
Not Attached					

Opening Date -- 4-01-08
 Date Prepared -- 4-01-08

CITY OF TROY
 BID TABULATION
 PRINTING OF WATER & SEWER BILLS

VENDOR NAME:

DataMail	DataMatx, Inc.	SFS Check	EDGE
Services		LLC dba NoCheck	Document
			Solutions, LLC
CHECK # -	337433543	611504453	47831751-755
CHECK AMOUNT -	\$2,100.00	\$2,100.00	\$2,100.00

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE-YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION FOR THE CITY OF TROY'S WATER AND SEWER BILLS, WITH AN OPTION TO RENEW FOR THREE(3) ADDITIONAL ONE-YEAR PERIODS.

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	One Time, Account Set-Up	\$ 500.00	\$ 1,000.00	\$ 2,500.00	\$ 600.00
1	Edit Charge - Hour Rate	\$ 85.00	\$ 100.00	\$ 65.00	\$ 150.00
109,400	Water Bill Stock - Offset Printing	\$ 0.0145	\$ 0.016	\$ 0.0211	\$ 0.01897
109,400	Processing & Printing	\$ 0.055	\$ 0.034	\$ 0.0550	\$ 0.075
109,400	Mail Service- (Fold, Insert, Sort,etc)	\$ 0.045	\$ 0.05	\$ 0.0500	\$ 0.396
109,400	Carrier Envelopes - Printing on #10	\$ 0.0225	\$ 0.045	\$ 0.0231	\$ 0.025
102,000	Return Envelopes - Printing on #9	\$ 0.028	\$ 0.028	\$ 0.0172	\$ 0.02
50	House Holding - 6 x 9 Envelope	\$ 3.90	\$ 0.10	\$ 1.00	\$ 0.50
50	House Holding - 9 x 12 Envelope	\$ 1.90	\$ 0.20	\$ 1.00	\$ 0.75

ESTIMATED TOTAL COST:

\$ 18,718.80	\$ 19,834.00	\$ 20,741.88	\$ 59,190.22
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PROCESSING TIME: 60 Hours
 Can Meet
 Cannot Meet
 But offers:

XX	XX	XX	XX
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SERVICE FACILITY:

Location
 24-Hour Phone Number
 Hours of Operation

Madison Heights, MI	Ashland, VA	Novi, MI	Indianapolis, IN
248.588.2415	804.365.1000	248.406.4050	887.334.3362
7am-11pm 24 hrs	M-F 7AM to 11PM	9 AM to Midnight	8 AM to 5 PM

TERMS:

10 Days or Required	Sat/Sun - Day Shift Net 30	Net 30	Net 30
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DELIVERY / COMPLETION:

60 Continuous Hours - per bid proposal (page 2 of 3)

EXCEPTIONS:

		-Alternate process submitted -	
Need Security	Highly recommends	Blank	Blank
Deposit for postage	use of Datamatx window		
	envelopes to reduce costs		

ACKNOWLEDGEMENT: Y or N

Yes	Yes	Yes	Yes
No	No	Yes	Yes
Yes	No	Yes	Yes

Addendum #1
 Addendum #2 or #2a

Yes	Yes	Yes	Yes

VENDOR QUESTIONNAIRE:

Attached
 Not Attached

Yes	Yes	Yes	Yes

COST BREAKDOWN - SUPPLY INVENTORY

Attached
 Not Attached

Yes	Yes	Yes	Yes

*Unit Prices bid at a cost per thousand
 Calculated each cost by dividing amount by 1,000

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 Calculated each cost by dividing amount by 1,000