



CITY COUNCIL ACTION REPORT

March 6, 2009

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration
Susan Leirstein, Purchasing Director
James A. Nash, Financial Services Director
Sandra Kasperek, Treasurer

SUBJECT: Standard Purchasing Resolution 2: Bid Award-
Lowest Bidder Meeting Specifications -Tax Bill Printing Services

Background

- On February 25, 2009, bids were received and opened for IBT-COT 09-03 to provide printing services for the 2009 summer and winter tax bills with options to renew for two additional (1) year tax periods.
- 147 vendors were notified via the MITN system.
- Nine (9) bid proposals were received from eight (8) vendors. International Security Products, the apparent low bidder, did not meet specifications by failing to include a sample document demonstrating completion of a similar project.
- Vendors are required to provide laser printed tax bills inserted in envelopes, presorted and delivered to the post office by a specified date.
- The lowest acceptable bidder meeting specifications was DivDat of Ferndale, MI.

Financial Considerations

- Funds for these services are available in the operating budget of the Treasurer's Office, Account #101.191.253.7901.

Legal Considerations

- ITB-COT 09-03 was competitively bid and vendors were given the opportunity to respond with their level of interest in supplying summer and winter tax bill printing services for 2009.

Policy Considerations

- A contract award saves labor costs in personal service, and is a more efficient means of creating and distributing approximately 35,000 tax bills per billing season in a timely manner with little or no disruption to staff or our customers. (Outputs for Priority Funding M,T)

Options

- City management and the Finance division recommend awarding a contract for printing services for the 2009 summer and winter tax bills to the lowest bidder meeting specifications, DivDat of Ferndale, MI, at prices contained in the bid tabulation dated 2/25/09 with a contract expiration of December 31, 2009.

Opening Date -- 2/25/09
 Date Prepared -- 2/25/09
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CITY OF TROY
 BID TABULATION
 PRINTING OF TAX BILLS

VENDOR NAME:

DIVDAT	Centron Data	Lasercom LLC	Datamatx, Inc.
	Services, Inc.		
CHECK # -	697669728	ON FILE	9117600985 1202182450
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 2009 SUMMER/WINTER TAX BILLS WITH OPTIONS TO RENEW FOR TWO (2) ADDITIONAL ONE-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:	\$ 226.00	\$ 485.00	\$ 500.00	\$ 140.00
29,000	TAX STATEMENT 8.5" x 11" 70# White offset stock COMPLETE FOR THE SUM OF:	\$ 655.00	\$ 875.00	\$ 1,450.00	\$ 406.00
35,000	LASER IMPRINT FACE OF STATEMENT COMPLETE FOR THE SUM OF:	\$ 913.00	\$ 875.00	\$ 1,050.00	\$ 1,225.00
ENVELOPES					
35,000	#10 STANDARD WINDOW ENVELOPE 24# White wove stock COMPLETE FOR THE SUM OF:	\$ 737.00	\$ 1,010.00	\$ 805.00	\$ 1,085.00
25,000	#9 REPLY ENVELOPE 24# White wove stock COMPLETE FOR THE SUM OF:	\$ 537.00	\$ 870.00	\$ 625.00	\$ 625.00
FULFILLMENTS					
10,000	INFORMATION STATEMENT Fold form, Insert form into window envelope etc COMPLETE FOR THE SUM OF:	\$ 242.00	\$ 200.00	\$ 250.00	\$ 240.00
25,000	TAX STATEMENT Fold form, Insert form and return envelope into window envelope etc COMPLETE FOR THE SUM OF:	\$ 634.00	\$ 500.00	\$ 625.00	\$ 600.00
SET UP & PROGRAMMING CHARGE					
	COMPLETE FOR THE SUM OF:	\$ -	\$ 100.00	\$ 250.00	\$ 750.00
PRESORT & DELIVER TO POST OFFICE (Do NOT Include Postage)					
35,000	PRESORT COMPLETE FOR THE SUM OF:	\$ 525.00	\$ 175.00	\$ -	\$ 630.00
35,000	DELIVERY TO POST OFFICE COMPLETE FOR THE SUM OF:	\$ -	\$ -	\$ -	\$ -
ESTIMATED GRAND TOTALS:		\$ 8,938.00	\$ 10,180.00	\$ 11,110.00	\$ 11,402.00
COMPLETION SCHEDULE:					
	Can meet	XX	XX	XX	XX
	Cannot meet				
SERVICE FACILITY:					
	Location	10811 Northend Ferndale, MI	1175 Devin Dr. Norton Shores, MI	2230 Elliot Troy, MI	0430 Lakeridge Pkwy Ashland, VA
	Hours of Operations	8 AM to 6 PM	M-F 24/7	M-F 7AM to 7PM	7am-12am M-F
	24HR Phone Number	248-721-2787	800-732-8787	248-670-1120	800-943-5240

Opening Date -- 2/25/09
 Date Prepared -- 2/25/09

CITY OF TROY
 BID TABULATION
 PRINTING OF TAX BILLS

VENDOR NAME:

		DIVDAT	Centron Data	Lasercom LLC	Datamatx, Inc.
			Services, Inc.		
SAMPLE DOCUMENT	Y or N	Yes	Yes	Yes	Yes
PAYMENT TERMS		Net 30	Net 30	N-30	Net 30
DELIVERY		10 Calendar Days - As Specified			
EXCEPTIONS:		None	None	Blank	None
ACKNOWLEDGEMENT:	Y or N	Yes	Yes	Yes	Yes
COST BREAKDOWN	Y or N	Yes	Yes	Yes	Yes

DMS:

International Security Products - Paso Robles, CA (\$8580) Reason: No sample document included with bid as specified.

HIGHLIGHTED AREA DENOTES LOWEST ACCEPTABLE BIDDER

ATTEST:

Debra Painter
Sandra Kasperek
Linda Bockstanz

 Susan Leirstein CPPB
 Purchasing Director

Opening Date -- 2/25/09
 Date Prepared -- 2/25/09

CITY OF TROY
 BID TABULATION
 PRINTING OF TAX BILLS

VENDOR NAME:

TGI Direct, Inc	American	University	University
	Mailers, Inc	Lithoprinters, Inc	Lithoprinters, Inc
9110701232	714305286	134106	134106
\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00

CHECK # -

CHECK AMOUNT -

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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:	\$ 430.00	\$ 972.50	\$ 760.00	\$ 760.00
				ALTERNATE RE-USEABLE ENVELOPE	
29,000	TAX STATEMENT 8.5" x 11" 70# White offset stock COMPLETE FOR THE SUM OF:	\$ 986.00	\$ 1,581.25	\$ 960.00	\$ 960.00
35,000	LASER IMPRINT FACE OF STATEMENT COMPLETE FOR THE SUM OF:	\$ 1,050.00	\$ 1,225.00	\$ 1,590.00	\$ 1,590.00
ENVELOPES					
35,000	#10 STANDARD WINDOW ENVELOPE 24# White wove stock COMPLETE FOR THE SUM OF:	\$ 980.00	\$ 1,045.80	\$ 1,460.00	\$ 1,560.00
25,000	#9 REPLY ENVELOPE 24# White wove stock COMPLETE FOR THE SUM OF:	\$ 650.00	\$ 765.75	\$ 1,030.00	\$ -
FULFILLMENTS					
10,000	INFORMATION STATEMENT Fold form, Insert form into window envelope etc COMPLETE FOR THE SUM OF:	\$ 225.00	\$ 250.00	\$ 1,040.00	\$ 1,040.00
25,000	TAX STATEMENT Fold form, Insert form and return envelope into window envelope etc COMPLETE FOR THE SUM OF:	\$ 485.00	\$ 600.00	\$ 1,975.00	\$ 1,975.00
SET UP & PROGRAMMING CHARGE					
	COMPLETE FOR THE SUM OF:	\$ 775.00	\$ 400.00	\$ -	\$ -
PRESORT & DELIVER TO POST OFFICE (Do NOT Include Postage)					
35,000	PRESORT COMPLETE FOR THE SUM OF:	\$ 90.00	\$ 250.00	\$ -	\$ -
35,000	DELIVERY TO POST OFFICE COMPLETE FOR THE SUM OF:	\$ 40.00	\$ 80.00	\$ -	\$ -
ESTIMATED GRAND TOTALS:		\$ 11,422.00	\$ 14,340.60	\$ 17,630.00	\$ 15,770.00
COMPLETION SCHEDULE:					
Can meet		XX	XX	XX	XX
Cannot meet					
SERVICE FACILITY:					
Location		5365 Hill 23 Dr Flint, MI	100 American Way Detroit, MI	4150 Varsity Dr Ann Arbor, MI	4150 Varsity Dr Ann Arbor, MI
Hours of Operations		6 AM to 11 PM M-F	7 AM to 5 PM	24/6 M-S	24/6 M-S
24HR Phone Number		800-337-2237	248-252-4675	734-973-9414	734-973-9414

Opening Date -- 2/25/09
 Date Prepared -- 2/25/09

CITY OF TROY
 BID TABULATION
 PRINTING OF TAX BILLS

VENDOR NAME:		TGI Direct, Inc.	American Mailers, Inc.	University Lithoprinters, Inc.	University Lithoprinters, Inc.
SAMPLE DOCUMENT	Y or N	No	Yes	No	No
PAYMENT TERMS		Net 30	N-30	Net 30	Net 30
DELIVERY		10 Calendar Days - As Specified			
EXCEPTIONS:		None	No Exceptions	Attached	Accepting our alternate proposal - we will need 5 to 7 extra days to print re-usable envelope only
			Postage must be paid in advance of delivery to PO	To Bid	
		Yes	Yes	Yes	
ACKNOWLEDGEMENT:	Y or N	Yes	Yes	Yes	Yes
COST BREAKDOWN	Y or N	Yes	Yes	Yes	Yes