



CITY COUNCIL AGENDA ITEM

April 10, 2011

To: John Szerlag, City Manager

From: 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 March 28, 2011, competitive bids were received, as required by City Charter and Code, to furnish one-year requirements of the printing and distribution of the City of Troy's water and sewer bills with the option to renew for three (3) additional years. 151 vendors were notified via the MITN system with three (3) bid responses received. Subsequently, Peregrine Services Inc withdrew their bid because they were unable to work with the City's PDF data file format to generate, CASS certify and presort the City's water bills as specified. LaserCom of Troy, MI will be the recommended bidder with thirteen years of experience providing direct mailing services.

Recommendation

City management recommends awarding a one-year contract with the option to renew for three (3) additional years to produce, print and distribute the City's water and sewer bills to the low total bidder, LaserCom LLC of Troy, MI for an estimated total cost of \$12,256.56, at unit prices contained in the bid tabulation opened March 28, 2011, to commence May 1, 2011, and expire April 30, 2012.

Fund Availability

Funds are available in the Operating Budgets of the Public Works Water Division.

Opening Date -- 03/28/11
 Date Reviewed - 4/10/11

CITY OF TROY
 BID TABULATION
 PRINTING/DISTRIBUTION OF WATER & SEWER BILLS

VENDOR NAME: sl

LaserCom	Datamail		
LLC	Services		
CHECK # -	9117604217	On File	
CHECK AMOUNT -	\$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 YEARS

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	UNIT PRICE		
1	One Time, Account Set-Up	\$ 150.000	N/C		
1	Edit Charge - Hourly Rate	\$ 60.000	N/C		
109,400	Processing & Printing	\$ 0.025	\$ 0.0340		
109,400	Mail Service- (Fold, Insert, Sort,etc)	\$ 0.020	\$ 0.0240		
109,400	Carrier Envelopes - Printing on #10	incl'd on supply inventory	\$ 0.0194		
102,000	Return Envelopes - Printing on #9	incl'd on supply inventory	\$ 0.0207		
325	House Holding - 6 x 9 Envelope	\$ -	\$ -		
200	House Holding - 9 x 12 Envelope	\$ -	\$ -		
EST QTY	SUPPLY INVENTORY				
109,400	Water Bill Stock	\$ 0.01376	0.01106		
109,400	Carrier Envelope Stock	\$ 0.0273	0.01940		
102,000	Return Envelope Stock	\$ 0.0258	0.02070		

ESTIMATED TOTAL COST: 12,256.56 16,022.68

PROCESSING TIME: 60 Hours
 Can Meet
 Cannot Meet

SERVICE FACILITY:
 Location
 24-Hour Phone Number
 Hours of Operation

PAYMENT TERMS:

DELIVERY / COMPLETION:

EXCEPTIONS:

ACKNOWLEDGEMENT: Signed - Y or N

VENDOR QUESTIONNAIRE:
 Attached
 Not Attached

Corrected mathematical errors			
XX	XX		
Troy, Michigan	Madison Hgts, MI		
(248) 585-2800	(313) 530-3672		
8AM-6PM	7AM-6PM M-F		
Net 30	Net 30 Days		
60 Continuous Hours - Per bid proposal			
None	Price based on printing annual supply		
Y	Y		
XX	XX		

WITHDREW: Peregrine Services Inc - (\$9,190.95) could not accept City's file format(pdf) for creating the water bill.

ATTEST:
 Diane Fisher
 Emily Frontera
 Richard Shepler
 Julie Hamilton

HIGHLIGHTED AREA DENOTES LOW TOTAL BIDDER

 Susan Leirstein CPPO, CPPB
 Purchasing Director