



CITY COUNCIL AGENDA ITEM

Date: March 25, 2019

To: Mark Miller, City Manager

From: MaryBeth Murz, Purchasing Manager
 Lisa Burnham, Finance Manager
 Kurt Bovensiep, Public Works Director
 Paul Trosper, Water & Sewer Operations Manager

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, 2019.

Purchasing

- On March 21, 2019, 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.
- Two (2) bid responses and one (1) late bid was received.
- Below is a detailed summary of potential vendors for the bid opportunity:

Companies notified via MITN	81	<p>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.</p> <p>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.</p> <p>Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City.</p> <p>Inactive MITN member 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	7	
Troy Companies notified Active email Notification	6	
Troy Companies notified Active Free	1	
Companies that viewed the bid	33	
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 for one (1) year with the option to renew for three (3) additional years.
- *Lasercom LLC* is currently successfully providing printing and distribution services for the City.

Financial

Funds are available in the Water fund account number 591.546.547.7802.070 for bill printing and in account number 591.546.547.7730 for first class postage.

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 21, 2019, for an estimated annual cost of \$12,369.00. The award is contingent upon the contractor’s submission of properly executed bid documents including insurance certificates, and all other specified requirements.

Bid Award 18-19 Award Standard Purchasing Resolution 2 Printing, WaterSewerBills19-21_Memo

VENDOR NAME:	Lasercom, LLC	Kent Communications, Inc. (KCI)
	Troy, MI	Grand Rapids, MI
CHECK #	On file; Current vendor	1323400
CHECK AMOUNT		\$3,000

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE (1) YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION OF THE CITY OF TROYS WATER AND SEWER BILLS, WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL YEARS.

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	One Time, Account Set-Up		\$0.00	\$1,164.00	\$1,164.00
1	Edit Charge - Hourly Rate		\$0.00	\$100 / Hour	
109,000	Processing & Printing	\$0.05	\$5,450.00	Included in cost below	
109,000	Mail Service- (Fold, Insert, Sort,etc)	\$0.03	\$2,725.00	\$0.10	\$10,900.00
105,000	Carrier Envelopes - Printing on #10	See Below		\$0.02	\$2,520.00
90,000	Return Envelopes - Printing on #9	See Below		\$0.03	\$2,520.00
200	House Holding - 6 x 9 Envelope	\$0.00	\$0.00	\$1.66	\$332.00
100	House Holding - 9 x 12 Envelope	\$0.00	\$0.00	\$2.61	\$261.00
EST QTY	SUPPLY INVENTORY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
109,000	Water Bill Stock	\$0.02	\$1,635.00	Included in cost above	
105,000	Carrier Envelope Stock	\$0.02	\$1,785.00	Included in cost above	
90,000	Return Envelope Stock	\$0.01	\$774.00	Included in cost above	
ESTIMATED TOTAL COST:			\$ 12,369.00		\$ 17,697.00

PROCESSING TIME MET:	Y or N	Y	Y
SERVICE FACILITY:			
Location		2230 Elliot, Troy MI 48083	3901 East Paris Ave SE
24-Hour Phone Number		(248) 670-1120	(616) 957-2120
Hours of Operation		7 am - 5 pm M-F	8 am - 5 pm M-F
PAYMENT TERMS:		David Grudzinski	Autumn Hoffman
DELIVERY / COMPLETION:	Y or N	Y	Y
EXCEPTIONS:	Y or N	N	N
ACKNOWLEDGEMENT:	Y or N	Y	Y
VENDOR QUESTIONNAIRE:	Y or N	Y	Y
FORMS	Y or N	Y	Y

ATTEST:

 Scott Carruthers

 Emily Frontera

 Kristine Kallek

 Sue Riesterer

 MaryBeth Murz,
 Purchasing Manager