



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2022-0140

TO: Mayor and City Council Members
FROM: Joe Snyder, Chief Financial Officer
DATE: April 11, 2022
SUBJECT: Water and Sewer Utility Bill Printing and Distribution

REQUEST:

City Council is requested to authorize a blanket purchase order in the amount not-to-exceed \$157,000.00 (includes postage, bill processing and estimate for inserts) for the printing and distribution services for the City’s Water and Sewer Utility Bills to Doxim Inc., dba Utilitec, Troy, Michigan for a two-year term and further authorizes the Mayor to execute the agreement on behalf of the City.

REASON FOR PURCHASE:

The City issued Request for Proposals in 2018 for an experienced and qualified firm to providing printing and distribution services for the City’s Water and Sewer Bills. The term of the agreement was for three (3) years with the option to renew for an additional two-years as long as all pricing and terms remain unchanged. Doxim Inc., has agreed to extend the term of the contract for an additional two-years and hold all terms, conditions and pricing. The City has utilized Doxim over the past several years and has been satisfied with the services received and recommends continuing with Doxim and extending the term of the agreement for two years.

PROCESS:

Vendor Name and Address:

Doxim Inc., dba Utilitec
1911 Woodsell Drive
Troy, MI 48083

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2022 Adopted Budget and FY 2023 Projected Budget

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	Remaining Budget
General Fund	201.807000	Contractual Services	\$157,000	\$157,000	\$0

RECOMMENDATION:

City Council is requested to authorize a blanket purchase order in the amount not-to-exceed \$157,000.00 (includes postage, bill processing and estimate for inserts) for the printing and distribution services for the City's Water and Sewer Utility Bills to Doxim Inc., dba Utilitec, Troy, Michigan for a two-year term and further authorizes the Mayor to execute the agreement on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A