



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2021-0390

TO: Mayor and City Council Members
FROM: Bryan Barnett, Mayor
DATE: September 27, 2021
SUBJECT: Increase to Blanket Purchase Order for Citywide Mailing Services

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order for Citywide Mailing Services in the amount of \$4,110.47 for a new not-to-exceed amount of \$28,110.47 through September 30, 2021 to Mail-Tek, Inc., Farmington Hills, Michigan.

REASON FOR PURCHASE:

The City solicited on the MITN for mailing services including labeling, presorting and delivery of City printed bulk mailings. The award was made to Pontiac Mailing Services of Pontiac, Michigan for a one year term to expire September 30, 2021. In June of 2021, Pontiac Mailing Services was acquired by Mail-Tek, Inc. of Farmington Hills, Michigan. The contract was assigned to Mail-Tek, Inc. after the vendor agreed to accept the terms and conditions of the current contract, including pricing. Mail-Tek has been performing well.

The initial blanket was issued on October 1, 2020 for \$24,000. This amount is the City's yearly blanket amount for these services which are used to mail various informational pieces to City residents (e.g. Hills Herald, etc.) With the campaign to inform residents of the proposed parks millage repurposing, an additional bulk mailing service is needed that was not included in the initial estimated amount and the blanket amount of \$24,000 is not sufficient to complete the project. A request for an approval of an additional \$4,110.47 of funding is needed and requires City Council approval as the new requested not-to-exceed blanket amount is \$28,110.47.

The new contract will begin on October 1, 2021 and the blanket will be issued for \$24,000.00.

PROCESS:

Vendor Name and Address:

Mail-Tek, Inc.
24792 Crestview Court
Farmington Hills, MI 48335

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2021 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Various Citywide	Various Citywide	Various.740000 / Office Supplies	\$30,000	\$28,110.47	\$1,889.53

RECOMMENDATION:

It is recommended that authorize an increase to the blanket purchase order for Citywide Mailing Services in the amount of \$4,110.47 for a new not-to-exceed amount of \$28,110.47 through September 30, 2021 to Mail-Tek, Inc., Farmington Hills, Michigan.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A