



**City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.  
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**Legislative File No:** 2006-0193

**TO:** Mayor and City Council Members  
**FROM:** Jane Leslie, Clerks Department, 841-2461  
**DATE:** March 1, 2006  
**SUBJECT:** Printing and Distribution of the Rochester Hills Water and Sewer Bills

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**REQUEST:**

City Council is requested to authorize the issuance of a blanket purchase order to Lasertec, Inc. of Sterling Heights, Michigan for the professional printing and distribution services of the city's water and sewer utility billings in the amount not to exceed \$136,710 for two (2) years through April 1, 2008. The amount requested includes a contingency of 15% that will cover the inflation cost for supplies during the second year of the contract.

**REASON FOR PURCHASE:**

In January of 2003, requests for proposals for the re-design, printing and distribution of the water and sewer bills were solicited. A review committee consisting of employees from the Fiscal Department, Purchasing Division, Accounting Division and the MIS Department reviewed the responses to the RFP. Based on the evaluations and interviews, Lasertec met the City's objectives of quality service and reasonable cost of supplies, printing and distribution services.

In December 2005 Lasertec agreed to extend their contract for an additional two years. Prices for services will remain the same with the exception of a possible annual increase for paper products. Remaining with Lasertec for an additional two years saves the City the cost of set up with a new vendor, including the cost of artwork and re-designing of the bills.

**PROCESS:**

**Vendor Name and Address:**

Lasertec, Inc.  
33472 Sterling Ponds Blvd  
Sterling Heights, MI 48312

**Reason for Selection:**

Best value

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

The 2007 proposed budget will request the balance of the funds. The operating supplies cost includes a 15% contingency amount for the second year of the contract due to inflationary costs for paper supplies.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
Gen Fund	201.740000	Operating-Postage W/S Bills	\$53,000.00	\$50,750.00	\$2,250.00
Gen Fund	201.740000	Operating-Supply W/S Bills	\$13,000.00	\$8,000.00	\$5,000.00
Gen Fund	201.807000	Contractual Services	\$10,000.00	\$7,830.00	\$2,170.00

**RECOMMENDATION:**

Be it resolved, recognizing the cost savings of remaining with our current vendor, it is recommended that City Council authorize a Blanket Purchase Order for printing and distribution services for the City's water and sewer utility billings to Lasertec, Inc. of Sterling Heights, Michigan, in the total amount of \$136,710.00 for two (2) years through 04/01/2008.

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**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Department Review</b>		
<b>Department Director</b>		
<b>Budget Content: Finance Director</b>		
<b>Purchasing Process: Supervisor of Procurement</b>		
<b>Mayor</b>		
<b>City Council Liaison</b>		