



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: 2023-0384

TO: Mayor and City Council Members

FROM: Linda Osiecki, Deputy Treasurer
Laurie Taylor, Assessor

DATE: August 14, 2023

SUBJECT: Printing & Mailing of Treasurer Property Tax Billing and Various Assessor Reports and Forms

REQUEST:

City Council is requested to authorize a blanket purchase order to The Master's Touch, LLC, 1405 N. Ash Street, Spokane, Washington, for printing and mailing of Treasurer property tax billings and various Assessor reports & forms in the amount not-to-exceed \$160,500.00 for a term to expire August 31, 2026.

REASON FOR PURCHASE:

Pursuant to Public Act 206 of 1893, the General Property Tax Act, the Treasurer shall mail to all taxpayers on the tax roll a tax statement and this is further required by the City of Rochester Hills Charter, Section 4.15. The Assessment Change Notices and Personal Property Statements are required under Act 206 of 1893, as amended, the General Property Tax Act.

The City of Rochester Hills Purchasing Division solicited proposals utilizing the MITN system from qualified and experienced companies to provide Printing and Mailing of Treasurer Property Tax Billings and Various Assessor Reports and Forms for a period of three (3) years. The mailing services requested may consist of, but not be limited to, folding, inserting and delivery to the Post Office. Specific services are to be customized for the Treasurer and Assessor.

The City issued a Request for Proposal solicitation for the services utilizing the MITN system. Three proposal responses were received and were evaluated by a committee consisting of staff from Treasury, Assessing and Purchasing departments. The proposal from The Master's Touch, LLC was selected as the best value for providing the City the services requested at the lowest pricing proposed.

The Master's Touch, LLC have performed these services for the City in the past in a professional and satisfactory manner.

PROCESS:

Vendor Name and Address:

The Master's Touch, LLC
1405 N. Ash Street
Spokane, WA, 99201

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2023 Adopted Budget and the FY 2024-26 Projected Budgets

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	Remaining Budget
General Fund	209.740000	Operating Supplies (Postage)	\$48,000	\$48,000	\$0
General Fund	209.801000	Professional Services (Printing)	\$18,000	\$18,000	\$0
General Fund	253.740000	Operating Supplies (Postage)	\$55,500	\$55,500	\$0
General Fund	253.801000	Professional Services (Printing)	\$39,000	\$39,000	\$0
Total			\$160,500	\$160,500	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for printing and mailing of Treasurer property tax billings and various Assessor reports and forms in the amount of \$160,500.00 through August 31, 2026 to The Master’s Touch, LLC, Spokane, Washington and further authorizes the Mayor to execute a contract 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