



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: 2023-0448

TO: Mayor and City Council Members
FROM: Joe Snyder, Chief Financial Officer x2534
DATE: September 25, 2023
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 \$15,000 for a new not-to-exceed amount of \$40,000 through September 30, 2023 to Mail-Tek, Inc., Farmington Hills, Michigan.

REASON FOR PURCHASE:

The City solicited on the MITN for mailing services including labeling, postage, presorting and delivery of City printed bulk mailings. The award was made to Pontiac Mailing Services of Pontiac, Michigan for a one year term with two one (1) year renewals. During the contract term, 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, Inc. has been performing well. This year's renewal blanket purchase order was issued in the amount of \$25,000

On July 10, 2023 the Rochester Hills City Council approved the Ballot Language for the Special Police Millage I and Special Police Millage II Renewal and Combination to be placed on the November 7, 2023 General Election Ballot. City Council also approved and appropriation of up to \$25,000 for resident educational materials (a mailer) related to the Special Police Millage renewal, primarily to provide for the printing and postage of the educational mailer. The \$25,000 appropriation was allocated as \$10,000 for printing services and \$15,000 for postage.

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 2023 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund – City Council	102.740000	Operating Supplies: Postage	\$15,000	\$15,000	\$0
Citywide	xxx.740000	Citywide Operating Supplies; Postage	\$25,000	\$25,000	\$0
		Total	\$40,000	\$40,000	\$0

RECOMMENDATION:

It is recommended that authorize an increase to the blanket purchase order for Citywide Mailing Services in the amount of \$15,000 for a new not-to-exceed amount of \$40,000 through September 30, 2023 to Mail-Tek, Inc., Farmington Hills, Michigan.

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