



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

---

Legislative File No. 2014-0201

**TO:** Mayor and City Council Members

**FROM:** Kurt Dawson, Treasurer/Assessor

**DATE:** May 9, 2014

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

---

**REQUEST:**

City Council is requested to authorize a blanket purchase order to DataMail Services, Inc., 747 E Whitcomb Avenue, Madison Heights, Michigan for printing and mailing of Treasurer property tax billings and various Assessor reports and forms in the amount not-to-exceed One Hundred Eighteen Thousand Five Hundred (\$118,500) Dollars for a three-year term.

**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 Roll, Assessment Change Notices and Personal Property Statements are required under Act 206 of 1893, as amended, the General Property Tax Act.

On April 14, 2014, the Purchasing Division solicited competitive sealed proposals utilizing the MITN system for Printing and Mailing of Treasurer Property Tax Billings and Various Assessor Reports and Forms from qualified and experienced companies 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.

Five proposal responses were received and evaluated by a committee consisting of staff from Treasury, Assessing and Purchasing departments. The proposal from DataMail Services, Inc. was selected as the best value providing the most qualified, responsive, responsible proposal submitted for printing and mailing of Treasurer property tax billings and various Assessor reports and forms.

**PROCESS:**

**Vendor Name and Address:**

DataMail  
747 E Whitcomb Avenue  
Madison Heights MI 48071

**Reason for Selection:**

Most qualified, responsive, responsible proposal submitted

**Method of Purchase:**

Three (3) year Blanket Purchase Order

**BUDGET:**

Funds for the printing and mailing of Treasurer property tax billings and various Assessor reports and forms are included in the 2014-2016 Budget. There will be no additional staffing required. This is a three-year contract with the amount spread over the 2014-2016 Budgets (= \$39,500 per year \*3 years).

<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>
General Fund 101	Assessing 209	Professional Services 801000 (Printing)	\$15,000.00	*multi-year	0
General Fund 101	Assessing 209	Operating Supplies 740000 (Postage)	\$34,500.00	*multi-year	0
General Fund 101	Treasury 253	Professional Services 801000 (Printing)	\$27,000.00	*multi-year	0
General Fund 101	Treasury 253	Operating Supplies 740000 (Postage)	\$42,000.00	*multi-year	0

**RECOMMENDATION:**

It is recommended that the City Council authorize a blanket purchase order to DataMail for printing and mailing services for the City of Rochester Hills Treasurer for Summer and Winter Property Tax Billings; and for printing and mailing services for the City of Rochester Hills Assessor consisting of various reports, forms and envelopes for a period of three (3) years in the amount not-to-exceed One Hundred Eighteen Thousand Five Hundred (\$118,500) Dollars.

<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>		