



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)

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Legislative File No: 2017-0324

**TO:** Mayor and City Council Members

**FROM:** Linda Osiecki, Deputy Treasurer  
Laurie Taylor, Deputy Assessor

**DATE:** July 31, 2017

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

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**REQUEST:**

City Council is requested to authorize a blanket purchase order to IDS.com, 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 \$139,500 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.

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.

Five proposal responses were received and evaluated by a committee consisting of staff from Treasury, Assessing and Purchasing departments. The proposal from IDS.com 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. IDS.com has extensive experience with the City's needs and has performed these services in the past in a professional and satisfactory manner.

**PROCESS:**

**Vendor Name and Address:**

IDS.com  
747 E. Whitcomb Avenue  
Madison Heights, MI 48071

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2017 Adopted Budget and FY 2018 and 2019 Projected Budgets.

Fund Name	Department Account No	Account No. Description	3 Year Budget Amount	3 Year Cost	3 Year Remaining Budget
General Fund	209.740000	Operating Supplies (Postage)	\$39,000	\$39,000	\$0
General Fund	209.801000	Professional Services (Printing)	\$18,000	\$18,000	\$0
General Fund	253.740000	Operating Supplies (Postage)	\$46,500	\$46,500	\$0
General Fund	253.801000	Professional Services (Printing)	\$36,000	\$27,000	\$9,000
<b>Grand Total</b>			<b>\$139,500</b>	<b>\$130,500</b>	<b>\$9,000</b>

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize a three-year contract / blanket purchase order to IDS.com of Madison Heights, Michigan, for printing and mailing services for the City of Rochester Hills Treasurer for Summer & Winter Tax Billings; and for the printing and mailing services for the City of Rochester Hills Assessor consisting of various reports, forms and envelopes for a total not-to-exceed amount of \$139,500 through July 31, 2020.

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