



**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: 2007-0011**

**TO:** Mayor and City Council Members  
**FROM:** Jane Leslie, Clerk's Office 2461  
**DATE:** 1/5/07  
**SUBJECT:** Blanket Purchase Order – Postmaster-Rochester

**REQUEST:**

The Clerk's Office is requesting City Council approval for a blanket purchase order for Postmaster-Rochester, Rochester, Michigan in the amount not-to-exceed \$32,000.00

**REASON FOR PURCHASE:**

The city uses approximately \$32,000.00 postage annually for presorted mail. Presorted mail is permit-imprinted and is sent in large quantity to receive a substantial discount in postage rates. Permit 136 is the permit number for the presort service. This includes bulk mail (at the lowest rates) to first class mail. The Assessing Department, Museum, Environmental Center, Mayor's Office and Elections Division are the main users of permit imprint postage. Permit 166 is a Business Reply permit that allows the city to mail postage paid return mail that is required by Election Law. Permits for mailing are issued through the United States Postal Service – Postmaster/Rochester.

**PROCESS:**

**Vendor Name and Address:**

Postmaster – Rochester  
Rochester Post Office  
511 Olde Towne Rd.  
Rochester, MI 48307

**Reason for Selection:**

Sole Source

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Postage expense is a budgeted item. \$32,000.00 is the budgeted amount.

<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 <i>all</i>	Various – .740000 (171-Mayor,	Operating Supplies	\$32,000.00	\$32,000.00	

	191- Elections, 209- Assessing, 756- Parks/Muse m/EEC )				


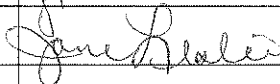

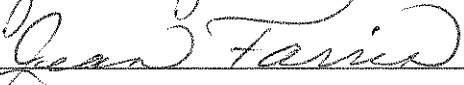

**RECOMMENDATION:**

That City Council authorizes the blanket purchase order for Postmaster-Rochester, Rochester, Michigan in the amount not-to-exceed \$32,000.00 for presort permit postage in 2007.

**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**

APPROVALS:	SIGNATURE	DATE
Department Review		1/5/07
Department Director		1/5/07
Budget Content: Finance Director		1-5-07
Purchasing Process: Supervisor of Procurement		1-5-07
Mayor		
City Council Liaison		