



**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. 2011-0261

TO: Mayor and City Council Members
FROM: Kurt Dawson, Treasurer/Assessor
DATE: May 10, 2011
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, 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 28, 2011, the Purchasing Division solicited competitive sealed proposals 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 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.

After review and evaluation of the proposals, DataMail was selected as the most qualified, responsive, responsible proposal submitted for printing and mailing of Treasurer property tax billings and various Assessor reports and forms.

The City issued a Request for Proposals for Printing and Mailing of Treasurer Property Tax Billing and Various Assessor Reports and Forms with an option to extend the contract to the MITN Purchasing Cooperative. The awarded vendor has agreed to extend the contract, under the same prices, terms and conditions to the members of the MITN Purchasing Cooperative. Each entity utilizing the contract is responsible for its own payments and is considered individually for billing and collection purposes.

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 2011 Budget. There will be no additional staffing required.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund 101	Assessing 209	Professional Services 801000	\$26,000	*multi-year	0
General Fund 101	Treasury Department 253	Professional Services 801000	\$34,200	*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.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		

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