



**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: 2010-0001

TO: Mayor and City Council Members
FROM: Jane Leslie, Clerk’s Office 248-841-2461
DATE: 12/30/09
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 \$25,000.00 for 2010.

REASON FOR PURCHASE:

The city uses approximately \$25,000.00 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) and first class mail. Various departments send large mailings throughout the year. 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.

The elimination of the Hills Herald as a printed paper has reduced the amount of postage needed for mailing. The amount being requested is lower in 2010 to reflect the reduction.

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.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General	Various –	Operating Supplies	\$32,000.00	\$25,000.00	\$7,000.00

RECOMMENDATION:

That City Council authorizes the blanket purchase order for Postmaster-Rochester, Rochester, Michigan in the amount not-to-exceed \$25,000.00 for presort permit postage in 2010.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		

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