



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

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Legislative File No: 2008-0180

TO: Mayor and City Council Members
FROM: Kurt Dawson, Treasurer/Assessor
DATE: April 4, 2008
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 Data Mail Services of 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 Thirty Seven Thousand (\$137,000) Dollars through June 1, 2011.

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 March 18, 2008, 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, Data Mail Services was selected as the lowest cost proposal for printing and mailing of Treasurer property tax billings and various Assessor reports and forms.

PROCESS:

Vendor Name and Address:

Data Mail Services
747 East Whitcomb Avenue
Madison Heights, Michigan 48071

Reason for Selection:

Best value and lowest cost.

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 2008 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	209.740000	Operating Supplies	\$17,550.00	*multi-year	0
General Fund 101; Treasury Department 253	253.740000	Operating Supplies	\$31,500.00	*multi-year	0

RECOMMENDATION:

It is recommended that the City Council authorize a blanket purchase order to Data Mail Services, Madison Heights, Michigan, 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 Thirty Seven Thousand (\$137,000) Dollars through June 1, 2011.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

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