



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: 2024-0018

TO: Mayor and City Council Members
FROM: Joe Snyder, Chief Financial Officer
DATE: January 22, 2024
SUBJECT: Design, Printing, and Distribution of the Rochester Hills Water and Sewer Bills

REQUEST:

City Council is requested to authorize a blanket purchase order in the amount not-to-exceed \$167,180.00 (includes postage, bill processing and estimate for inserts) for the printing and distribution services for the City's Water and Sewer Utility Bills to Doxim Inc., Troy, Michigan for a three-year term (March 2024 - March 2026).

REASON FOR PURCHASE:

The City solicited a Request for Proposal (RFP) for an experienced and qualified firm to provide printing and distribution services for the City's Water and Sewer Bills. The City received seven (7) proposal responses. The responses were reviewed by a committee consisting of staff from the Accounting Division. Based on the committee's scoring, two (2) proposers were shortlisted and an evaluation of their fees were conducted based on the City's past need for services. It was discovered, that based on how the City does business related to inserts provided in City's billings, the cost for our printing vendor to ship to the vendor located in Washington State several times a year, would provide added costs and time delays throughout the contract, making it a less effective way for the City to conduct business. Based on these factors and considerations, the committee is recommending award to Doxim, Inc., formerly Utilitec, based on their qualifications and experience, capacity, methodology, quality of work and overall best value cost proposal. The City has utilized Doxim, Inc. over the past several years and has been satisfied with the services received.

PROCESS:

Vendor Name and Address:

Doxim Inc.
1911 Woodsell Drive
Troy, MI 48083

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2024 Adopted Budget and the FY 2025 Projected Budget

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	2-Year Remaining Budget
General Fund	171.807000	Contractual Services	\$3,000	\$3,000	\$0
General Fund	201.807000	Contractual Services	\$162,180	\$162,180	\$0
General Fund	760.880000	Community Promotions	\$2,000	\$2,000	\$0
		TOTAL	\$167,180	\$167,180	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order in the amount not-to-exceed \$167,180.00 (includes postage, bill processing and estimate for inserts) for the printing and distribution services for the City's Water and Sewer Utility Bills to Doxim, Inc., Troy, Michigan for a three-year term (March 2024-March 2026).

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A