



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: 2018-0529

**TO:** Mayor and City Council Members  
**FROM:** Joe Snyder, Chief Financial Officer  
**DATE:** December 10, 2018  
**SUBJECT:** Water and Sewer Utility Bill Printing & Distribution

**REQUEST:**

City Council is requested to authorize a blanket purchase order in the amount not-to-exceed \$230,000.00 (includes postage, bill processing and estimate for inserts) for the printing and distribution services for the City’s Water and Sewer Utility Bills to Utilitec, Troy, Michigan. The request for authorization is for a three year term (March 2019-March 2022).

**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 fiscal and accounting division. Based on the proposal responses received, Utilitec is recommended for award based on their qualifications and experience, capacity, methodology, quality of work and overall lowest cost proposal. The City has utilized Utilitec over the past several years and has been satisfied with the services received.

**PROCESS:**

**Vendor Name and Address:**

Utilitec  
1911 Woodsell Drive  
Troy, MI 48083

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	Cost	Remaining Budget
General Fund	171.807000	Contractual Services	\$600	\$600	\$0
General Fund	201.807000	Contractual Services	\$225,000	\$225,000	\$0

General Fund	760.880000	Community Promotions	\$3,000	\$3,000	\$0
Water	530.807000	Contractual Services	\$1,400	\$1,400	\$0
		<b>Total</b>	<b>\$230,000</b>	<b>\$230,000</b>	<b>\$0</b>

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order in the amount not-to-exceed \$230,000.00 (includes postage, bill processing and estimate for inserts) for the printing and distribution services for the City’s Water and Sewer Utility Bills to Utilitec, Troy, Michigan. The request for authorization is for a three year term (March 2019-March 2022).

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		