



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: 2026-0080

TO: Mayor and City Council Members
FROM: Joe Snyder, Chief Financial Officer
DATE: February 23, 2026
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 \$107,000.00 (includes postage, bill processing and estimate for inserts) for the printing and distribution services for the City's Water and Sewer Utility Bills to Doxim, Inc., Troy, Michigan for a one-year term and further authorize the Procurement Manger to execute the agreement on behalf of the City.

REASON FOR PURCHASE:

In 2024, the City issued Request for Proposals for an experienced and qualified firm to provide printing and distribution services for the City's Water and Sewer Bills. At their, January 22, 2024 meeting (Legislative File No. 2024-0018), City Council authorized the award of the contract to Doxim, Inc. as the best value based on their experience, capacity, quality of work and overall cost proposal. The base two years of the agreement is expiring and the City is seeking to exercise one of the three available renewals. Doxim will hold contracted pricing for the year.

The City has utilized Doxim, Inc, over the past several years and has been satisfied with the services received and recommends continuing with Doxim, Inc. and extended the term of the agreement for an additional one (1) year term.

PROCESS:

Vendor Name and Address:

Doxim, Inc.
1911 Woodslee Drive
Troy, MI 48083

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2026 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	201.807000	Accounting – Contractual Services	\$ 107,000	\$107,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order in the amount not-to-exceed \$107,000.00 (includes postage, bill processing and estimate for inserts) for the printing and distribution services for the City’s Water and Sewer Utility Bills to Doxim, Inc., Troy, Michigan for a one-year term and further authorize the Procurement Manger to execute the agreement on behalf of the City.

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