



Legislation Text

File #: 15-0481, **Version:** 1

Resolution to Approve Multi-Year Purchase Order with Intelligent Document Solutions (IDS) (/ \$12,000.00 annually/5-yr total \$60,000.00)

Attached for your review and approval is a resolution to approve a multi-year purchase order contract with Intelligent Document Solutions (IDS), for summer and winter tax bill printing and mailing services.

The City issued RFP #924 in March 2015 for summer and winter tax bill printing and mailing services. Responses were received from seven companies: Intelligent Document Solutions (IDS), Wolverine Solutions Group, NWC Program Administration, Inc., Extend Your Reach, Accuform, The Master's Touch, LLC, and Great Lakes Graphics. Treasury staff reviewed and evaluated the responses based on each firm's professional qualifications, quality of work, and past involvement with similar projects. Based on this review, Treasury staff selected Intelligent Document Solutions as the best possible solution for the City of Ann Arbor.

IDS, formerly known as DataMail, is the incumbent firm, and has been providing exceptional tax bill printing and mailing services to the City for over 10 years. This agreement will allow us to continue to provide high quality tax notices to Ann Arbor residents, delivered promptly, while achieving the best possible postage rates. In addition, their cost proposal included no cost increases during the term of the agreement. Their proposal meets all City requirements.

IDS complies with the requirements of the City's non-discrimination and Living Wage ordinances.

The term of the contract is five years. Approval of this resolution is recommended.

Prepared by: Matthew V. Horning, City Treasurer

Reviewed by: Tom Crawford, Financial Services Administrator and CFO

Approved by: Steven D. Powers, City Administrator

Whereas, The City issued RFP #924 and determined Intelligent Document Solutions to be the most qualified respondent;

Whereas, The parties have negotiated a contract which incorporates RFP #924 and Intelligent Document Solution's response thereto;

Whereas, Intelligent Document Solutions complies with the requirements of the City's Non-Discrimination and Living Wage Ordinances; and

Whereas, Funds for this purpose are budgeted and available in the City's General Fund and will be annually budgeted for services during the term of the contract;

RESOLVED, That City Council approve a 5-yr purchase order contract with Intelligent Document Solutions (IDS) for tax bill printing and mailing services; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this Resolution.