

MEMO 22-30

RECEIVED

JUL 12 2022

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

TO: Frank Schulte, City Administrator
FROM: James Kowalski, Director of Public Services *J.K.*
DATE: July 11, 2022
SUBJECT: Water Quality Report Printing and Delivery

The City of Grosse Pointe Woods is required to have the Water Quality Report distributed to customers via mail or hand delivery under administrative rules R325.10415 and R 325.10404(4)(c) by July 1.

Years prior, Compton Press was under contract to print the Water Quality Reports, and C&G Newspaper would deliver to the area. Last year there were issues with printing and the Water Quality Report not going to customers in Grosse Pointe Woods.

The Finance Department uses Doxim Inc. to mail out water bills and Doxim had printed and delivered the Water Quality Report in 2020 when everything was shut down due to the pandemic. The City received an estimate for printing and delivering the Water Quality Report that was under \$5,000.00. It was not explained that the print fee would be doubled because the report was on both sides.

On Jun 24, 2022 Doxim mailed out the Water Quality Report and the City met their requirement.

I request payment to Doxim Inc., PO Box 933472, Cleveland, OH 44193 in the amount of \$6,898.20 for the printing and delivery of the Water Quality Report.

This is a budgeted item included in 2021/2022 fiscal year budget in Water/Sewer Administration Contractual Services account no. 592-536-818.000.

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council Consideration:

Frank Schulte

Frank Schulte, City Administrator

7-11-22

Date

Fund Certification:

Account numbers and amounts have been verified as presented.

Shawn Murphy

Shawn Murphy, Treasurer/Comptroller

7-12-22

Date



Invoice

747 East Whitcomb Ave.
 Madison Heights MI 48071
 Phone # (248) 588-2415
 E-mail: AccountingTeam@doxim.com

Document No.	157572
Date	6/30/2022
Currency	USD
Page	1/1
Balance Due	6,898.20

Bill To:

City of Grosse Pointe Woods
 Attn: Accounts Payable
 20025 Mack Plaza
 Grosse Pointe Woods MI 48236
 United States

Ship To:

City of Grosse Pointe Woods
 Attn: Accounts Payable
 20025 Mack Plaza
 Grosse Pointe Woods MI 48236
 United States

Please Remit Top Portion with Payment

PO Number	Customer ID	Payment Terms	Date In	Rep	Account No.	Job No.
	GPW	Due Upon Receipt	6/17/2022			194256
Item Code	Description	Qty	Unit Price	Ext. Price		
	WATER QUALITY REPORTS					
SET1	Set-Up Fee	1	158.10000	158.10		
DUPX1	Laser Print - Duplex	13,646	0.17600	2,401.70		
ISM1	Insert, Sort and Mail	6,823	0.06851	467.44		
HALF1	#10 Half Window Envelope Used	6,823	0.06851	467.44		
PU1	Postage Used	1	3,193.83000	3,193.83		
SC-1	Surcharge	1	209.69000	209.69		

Comments:

Subtotal	6,898.20
Tax	0.00
Total	6,898.20
Payment/Credit	0.00
Balance Due (USD)	6,898.20

PLEASE MAKE CHECKS PAYABLE TO: Doxim Inc.
 LOCKBOX ADDRESS: Doxim IDS LLC
 PO Box 933472
 Cleveland, OH 44193

Please use AccountingTeam@Doxim.com with invoice questions.



747 E Whitcomb Ave
Madison Heights, MI 48071
(844) 437-3627

PRICING QUOTE

Date: 6/8/2022
Presented To: Heidi Korte
Project: 194256

PROPOSAL FOR CITY OF GROSSE POINTE WOODS

Doxim is pleased to present the following proposal.

PROJECT: Water Quality Report Mailing 2022

Pricing:

Processing

Process input file

\$158.10 Lot

Print

Print and Water Quality Report – June 2022
11x17, 2/2, 50# white, 2 pages

**\$79.05 per thousand images
printed**

Production

Insert, sort, and mail

\$68.51 per thousand

Envelopes (half window)

\$29.51 per thousand

Total for mailing (estimation only, not final)
Postage (estimation only, not final, 7,500 pieces @ \$.49)
Postage is not included in this quotation and will be billed
separately.

By signing below, I accept the pricing and conditions as described above and am authorizing The Doxim Company to begin this project.


Authorized Signature

6-16-2022
Date

Note: The success of this project is dependent upon the timely receipt of customer-supplied components. Prices quoted are based on the actual job specifications indicated above and are valid for 30 days from the above date. Prices do not include applicable tax. If any portion of the specs should change Doxim reserves the right to adjust the pricing schedule accordingly.

*Confidentiality Disclaimer:
All contents of this proposal (including but not limited to pricing) are for the explicit use of your company's employees only. Any unauthorized disclosure of contents, review, use, print, save, copy, or distribution is strictly prohibited.*