

COUNCIL COMMUNICATION

From: The City Manager

Subject: 2009 Change Notices of Assessment for Assessor's Office

Manager's Recommendation:

I recommend acceptance of the only bid and issuance of purchase orders to TBF Graphics, Saginaw, MI in the amounts of \$12,260.00 for 2009 and \$12,805.00 for 2010 totaling \$25,065.00 for printing and mailing 2009 and 2010 Change Notice of Assessment forms.

This vendor meets all requirements of Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this service are budgeted in the Assessor's Postage/Freight Account No. 101-1744-711-8015 and the Printing Account No. 101-1744-711-8030.

Justification:

State of Michigan law requires that notice be given by mail to all parcels with value changes. The mailing deadline is March 1st of each year. Bids were solicited for printing and mailing of Change Notice of Assessment forms for the years 2009 and 2010.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.