

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase of Pressure Seal Payroll/Accts Payable Checks & Payroll Direct Deposit Pressure Seal Forms

**Manager's Recommendation:**

I recommend acceptance of the quote and issuance of a purchase order to Superior Business Systems in the amount of \$2,043.50 for the purchase of Pressure Seal Payroll/Accounts Payable Checks and Pressure Seal Payroll Direct Deposit forms.

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

Funds for these forms are budgeted in the City Treasurer's Printing Account No. 101-1743-711-8030

**Justification:**

Quotes for these forms were received on February 18, 2009, and initially the best low combination for the City resulted in splitting the bid between two companies with the total for each coming in under \$2,000.00. However, it was later determined that the second low bidder (Total Business Forms) made an error on their submission and could not honor their quote. With the time that passed in determining the above, it placed the department in a situation where the checks and forms had to be ordered. These forms are necessary to print bi-weekly pension, bi-weekly and weekly payroll checks, and the printing of weekly accounts payable checks.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.