



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2026-0384

TO: Mayor and City Council Members

FROM: Laurie Taylor, Assessing Director
Joe Snyder, Chief Financial Officer
Crystal Silorey, Deputy Treasurer

DATE: September 28, 2026

SUBJECT: Printing & Mailing of Treasury Property Tax Billing and Assessing Notices & Statements

REQUEST:

City Council is requested to authorize a contract / blanket purchase order to Wolverine Solutions Group of Detroit, Michigan, for printing and mailing of Treasurer property tax billings and Assessing notices & statements in the amount not-to-exceed \$172,000.00 for a term to expire September 30, 2029 and further authorizes the Procurement Manager to execute a contract on behalf of the City.

REASON FOR PURCHASE:

Pursuant to Public Act 206 of 1893, the General Property Tax Act, the Treasurer shall mail to all taxpayers on the tax roll a tax statement and this is further required by the City of Rochester Hills Charter, Section 4.15. The Assessment Change Notices and Personal Property Statements are required under Act 206 of 1893, as amended, the General Property Tax Act.

The City of Rochester Hills Purchasing Division solicited proposals utilizing the MITN system from qualified and experienced companies to provide Printing and Mailing of Treasury Property Tax Billings and Assessing Notices and Statements for a period of three (3) years. The mailing services requested may consist of, but not be limited to, folding, inserting and delivery to the Post Office. Specific services are to be customized for Treasury and Assessing.

Seven proposal responses were received and evaluated by a committee consisting of staff from Treasury, Assessing and Purchasing departments. Three proposals were deemed non-responsive, as two proposals failed to include required references and municipal experience; and the third submitted an unacceptable timeline for printing (4-6 weeks). From the remaining four responsive and responsible proposals, Wolverine Solutions Group of Detroit, Michigan, was selected as the best value provider for offering quality service at reasonable pricing. The committee noted that Wolverine's multiple local plant locations ensure operational redundancy and timeline reliability. Furthermore, Wolverine demonstrated strong municipal experience through successful past performance with clients including the City of Detroit and Oakland County. Their references were also vetted and the City is confident the vendor will perform satisfactory in accordance with the contract.

PROCESS:

Vendor Name and Address:

Wolverine Solutions Group
1601 Clay Street
Detroit, MI 48211

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2026 Adopted Budget and the FY 2027-2029 Projected Budgets.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	209.740000	Operating Supplies (Postage)	\$55,500	\$52,600	\$2,900
General Fund	209.801000	Professional Services (Postage)	\$22,500	\$21,320	\$1,180
General Fund	253.740000	Operating Supplies (Postage)	\$61,500	\$58,280	\$3,220
General Fund	253.801000	Professional Services (Postage)	\$42,000	\$39,800	\$2,200
		TOTAL	\$181,500	\$172,000	\$9,500

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for printing and mailing of Treasury property tax billings and Assessing notices and statements in the amount of \$172,000.00 through September 30, 2029 to Wolverine Solution Group of Detroit, Michigan and further authorizes the Procurement Manager to execute a contract 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