



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2026-0282

**TO:** Mayor and City Council Members

**FROM:** Joe Snyder, Chief Financial Officer  
Nathan Mueller, Chief of Communications

**DATE:** June 22, 2026

**SUBJECT:** Increase to Blanket Purchase Order for Citywide Mailing Services

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**REQUEST:**

City Council is requested to authorize an increase to the blanket purchase order for Citywide Mailing Services in the amount of \$32,000 for a new not-to-exceed amount of \$57,000 through October 31, 2026 to Mail-Tek, Inc., Farmington Hills, Michigan.

**REASON FOR PURCHASE:**

The City solicited proposals on MITN for mailing services including labeling, postage, presorting and delivery of City printed bulk mailings. The award was made to Pontiac Mailing Services of Pontiac, Michigan for a one-year term with two one-year renewals. This year's renewal blanket purchase order was issued in the amount of \$25,000 and expires October 31, 2026.

Following City Council's May 11, 2026 resolution to place a Fire Charter Millage Increase on the August 4, 2026 ballot, the City must now produce and distribute general public education materials. Because this ballot initiative was not anticipated, printing and mailing costs were not included in the original budget. Staff is requesting an increase to the appropriate blanket purchase orders to fund these new materials.

Additionally, while the Pathway Millage education expenses were anticipated and included in the adopted 2026 budget, an increase to its corresponding blanket purchase order is still required because the contract blankets were established prior to finalizing these specific expenses. The total cost for two (x2) separate general public education mailers for each of the two (x2) separate ballot item is not to exceed \$48,000, with \$16,000 allocated for printing services and \$32,000 allocated for postage.

This ensures that the postage costs for the voter education mailers are fully funded without affecting the original budget allocated for the City's routine, ongoing postage needs.

**PROCESS:**

**Vendor Name and Address:**

Mail-Tek, Inc.  
24792 Crestview Court  
Farmington Hills, MI 48335

**Reason for Selection:**

Best Value

**Method of Purchase:**  
Blanket Purchase Order

**BUDGET:**  
Partial funding is included in the 2026 Budget.

The initial \$25,000 Citywide postage blanket purchase order was entered into effective November 1, 2025.

There is currently \$16,000 included in the FY 2026 Adopted Budget for the Pathway Millage Renewal Postage of two (x2) separate general public education mailers.

If approved by City Council, a FY 2026 2<sup>nd</sup> Quarter Budget Amendment shall be brought forth to increase the Operating Supplies budget in the General Fund / City Council cost center for the Fire Charter Millage Postage of two (x2) separate general public education mailers by +\$16,000 with the funding proposed to be drawn from General Fund / Fund Balance.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Multiple Funds	xxx.740000	Operating Supplies	\$25,000	\$25,000	\$0
101 – General Fund / City Council	102.740000	Operating Supplies / Pathway Millage Renewal	\$16,000	\$16,000	\$0
101 – General Fund / City Council	102.740000	Operating Supplies / Fire Charter Millage Increase	\$0	\$16,000	(\$16,000)
		<b>Total</b>	<b>\$41,000</b>	<b>\$57,000</b>	<b>\$0</b>

**RECOMMENDATION:**  
City Council is recommended to authorize an increase to the blanket purchase order for Citywide Mailing Services in the amount of \$32,000 for a new not-to-exceed amount of \$57,000 through October 31, 2026 to Mail-Tek, Inc., Farmington Hills, Michigan.

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