

**J-4 Standard Purchasing Resolutions:**

- a) **Standard Purchasing Resolution 2: Low bidder Meeting Specifications – Printing Services for the Troy Today Quarterly Newsletter**

Resolution #2016-05-089-J-4a

RESOLVED, That Troy City Council hereby **AWARDS** a one (1) year contract to provide printing and delivery services of the Troy Today Quarterly Newsletter and the Troy Recreation Quarterly Newsletter with an option to renew for two (2) additional years to the low bidder meeting specifications; *Grand Blanc Co Inc., of Grand Blanc, MI*, at an estimated total cost of \$34,140.00, for the *Troy Today Quarterly Newsletter*, and \$46,100.00 for the *Troy Recreation Quarterly Newsletter*, plus the actual cost of bulk rate postage and \$30.00 per issue to post the Flip page newsletter on the City's website, and additional charges if needed not to exceed \$3,900.00, at prices contained in the bid tabulation opened April 14, 2016, a copy of which shall be **ATTACHED** to the original Minutes of this meeting; contract expiring April 30, 2019.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid documents, including insurance certificates and all other specified requirements.

# BLANKET ORDER

No. 2016-00001590  
 DATE: 05/20/2016  
 PAGE: 1 of 1  
 FOB DESTINATION

Ship To

CITY OF TROY  
 Community Affairs  
 500 W BIG BEAVER RD  
 TROY, MI 48084

Bill To

CITY OF TROY  
 Community Affairs  
 500 W BIG BEAVER RD  
 TROY, MI 48084

**EXPIRATION DATE**  
 04/30/2017  
**COUNCIL RESOLUTION**  
 2016-05-089-J-4a

**VENDOR NO.** 164042

Vendor

GRAND BLANC PRINTING CO INC  
 9449 HOLLY ROAD  
 GRAND BLANC, MI 48439

COPY

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
4	Issue	PRINTING & DELIVERY OF TROY TODAY	8,535.0000	\$34,140.00
4	Each	PRINTING & DELIVERY TROY TODAY RECREATION	11,525.0000	\$46,100.00
8	Issue	FLIP PAGE NEWSLETTER - CITY WEBSITE	30.0000	\$240.00
1	Each	ADDITIONAL CHARGES - No charge for additional proofs if needed.	0.0000	\$0.00
1	Each	COMPLETION SCHEDULE Grand Blanc Printing will be given a MAXIMUM OF 10 BUSINESS DAYS to complete the printing of the Troy and Recreation TODAY from the date & time the files are rec'd.	0.0000	\$0.00
1	Each	DELIVERY: Grand Blanc Printing is responsible for delivery of finished, bundled newsletters to the Troy Post Office & delivery of extra quantities to the Troy Community Center, Community Affairs & Troy Public Library, no later than the day they are delivered to the post office. The City is responsible for postage. LIQUIDATED DAMAGES: If delivery is delayed beyond the mandatory delivery date of 10 business days, Liquidated Damages of \$50.00/day will be assessed against the proposal surety for each working day beyond the mandatory delivery date except for documented acts of God. If the finished product is faulty (pages not aligned properly, or cut incorrectly, ink smudged or smeared on pages) Liquidated Damages of \$100.00 will be assessed against the proposal surety for each error.	0.0000	\$0.00

Entered By: MaryBeth Murz

\$80,480.00

**Special Instructions:**

Furnish all Labor, Materials, and Equipment to provide one-year requirements of the printing and delivery of Four (4) Issues of the Troy Today and the Recreation Today; with a Two (2) Year renewal option; in accordance with the specifications for ITB-COT 16-18 at the above stated prices. City Council Approval Date: 5/9/2016.

**TERMS & CONDITIONS**

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.

*MaryBeth Murz*

VENDOR NAME:

Grand Blanc Printing, Inc.

Check #

Grand Blanc, MI

Check Amount

Bid Deposit on File

N/A

**BID PROPOSAL A1: Printing & Delivery of TROY TODAY Newsletters - 60# Gloss Text Cover, 35#/80 Bright.**

Item	Base Bid Total Pages	35# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost
a	28	24	4	\$ 5,300.00	\$ 21,200.00
b	32	28	4	\$ 5,565.00	\$ 22,260.00
c	36	32	4	\$ 5,835.00	\$ 23,340.00
d	40	36	4	\$ 6,505.00	\$ 26,020.00

**BID PROPOSAL A2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 60# Gloss Text Cover, 35#/80 Bright.**

Item	Base Bid Total Pages	35# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost
e	48	44	4	\$ 7,280.00	\$ 29,120.00
f	52	48	4	\$ 7,550.00	\$ 30,200.00
g	56	52	4	\$ 8,235.00	\$ 32,940.00
h	60	56	4	\$ 8,505.00	\$ 34,020.00

Paper manufactured by: Novolith Gloss/Inside & White Birch Paper Co.

**BID PROPOSAL B1: Printing & Delivery of TROY TODAY Newsletters - 50# Offset/92 Bright.**

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost
a	28	24	4	\$ 6,700.00	\$ 26,800.00
b	32	28	4	\$ 7,170.00	\$ 28,680.00
c	36	32	4	\$ 7,645.00	\$ 30,580.00
d	40	36	4	\$ 8,535.00	\$ 34,140.00

**BID PROPOSAL B2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 50# Offset/92 Bright**

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost
e	48	28	4	\$ 9,695.00	\$ 38,780.00
f	52	32	4	\$ 10,165.00	\$ 40,660.00
g	56	36	4	\$ 11,055.00	\$ 44,220.00
h	60	56	4	\$ 11,525.00	\$ 46,100.00

Paper manufactured by: Novolith Gloss/Inside & Boise Vellum Offset

**BID PROPOSAL C: Flip Page Newsletter for Website**

		Cost Per Issue
Flip Page Newsletter for posting on City's Website		\$ 30.00
ADDITIONAL CHARGES:		Cost Per Proof
Cost per additional proofs if needed		No Charge

CITY OF TROY  
PURCHASE ORDER  
PRINTING TROY TODAY NEWSLETTER

**VENDOR NAME:**

<b>Grand Blanc Printing, Inc.</b>	
<b>Grand Blanc, MI</b>	
	Y
	Greg Care
	9am-5pm
	810.875.0185
	Y
	2% 10 Days Net 30
	Blank
	Y
	Y

**COMPLETION SCHEDULE**

Can meet Y or N

**CONTACT INFORMATION**

Contact Person

Hours of Operation

Phone No.

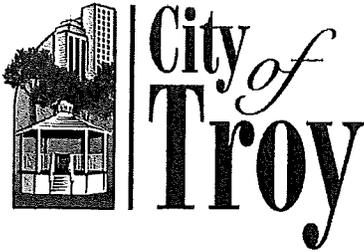
ACKNOWLEDGEMENT: Y/N

PAYMENT TERMS:

EXCEPTIONS:

QUESTIONNAIRE: Y/N

REFERENCES: Y/N



# CITY COUNCIL AGENDA ITEM

May 4, 2016

TO: Brian Kischnick, City Manager

FROM: Mark F. Miller, Director of Economic & Community Development *MM*  
MaryBeth Murz, Purchasing Manager *MMB*  
Elaine Bo, Recreation Director *EB*  
Cindy Stewart, Community Affairs Director *CS*

SUBJECT: Standard Purchasing Resolution 2: Low Bidder Meeting Specifications - Printing Services for the *Troy Today* Quarterly Newsletter

### History

The *Troy Today* Quarterly Newsletter, an all-encompassing newsletter to inform residents and businesses about pertinent City news, Library, Historic Village, Nature Center and Recreation programs and special events, is mailed to all residential and business addresses. In addition, a Flip page newsletter is posted on the City's website. Going forward the City will now be printing two newsletters each quarter, one for Recreation and one for the City, Library, Nature Center and Historic Village news and information. The existing contract expired April 30, 2016.

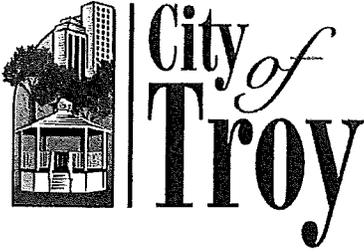
### Purchasing

On April 14, 2016, a public bid opening was conducted as required by City Charter and Code in order to provide printing and delivery services of the *Troy Today* Quarterly Newsletter and the Troy Recreation Quarterly Newsletter. Ninety five (95) vendors were notified of the bid opportunity on the Michigan Inter-governmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info). Five (5) responsive bids were received. Below is a detailed vendor summary:

Companies notified via MITN	95
Troy Companies notified via MITN	7
Troy Companies notified - Active email Notification	7
Troy Companies notified - Active non-paying	0
Companies that viewed the bid	33
Troy Companies that viewed the bid	3

*MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. Active MITN members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City. Inactive MITN member status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.*

# CITY COUNCIL AGENDA ITEM



## **Purchasing (continued)**

Grand Blanc Printing Co, Inc of Grand Blanc, MI, was the low bidder meeting all bid specifications and is being recommended to provide one (1) year requirements for the printing and delivery of the Troy Today Quarterly Newsletter and the *Troy Recreation Quarterly Newsletter* with an option to renew for two (2) additional years. Grand Blanc Printing Co. Inc. is currently providing printing services for the City, is meeting all bid specifications and is doing an excellent job of handling the printing and delivery services of the *Troy Today Quarterly Newsletter*. Note that web press equipment is required to provide printing services for the Troy Today Quarterly Newsletter.

## **Financial**

Funds are available from the printing accounts of the City Manager, the Library and Recreation Departments operating budgets.

## **Recommendation**

City management recommends awarding a one (1) year contract with the option to renew for two (2) additional years for printing and delivery services of the *Troy Today Quarterly Newsletter* and the *Troy Recreation Quarterly Newsletter* to the low bidder meeting specifications, *Grand Blanc Printing Co., Inc., of Grand Blanc, MI* for an estimated total cost of \$34,140.00 for the *Troy Today Quarterly Newsletter*, and \$46,100.00 for the *Troy Recreation Quarterly Newsletter*, plus the actual cost of bulk rate postage and \$30.00 per issue to post the Flip page newsletter on the City's website, and additional charges if needed not to exceed \$3,900.00 at prices as contained in the bid tabulation; contract to expire April 30, 2019, in accordance with contract requirements.

CITY OF TROY  
BID TABULATION  
PRINTING TROY TODAY NEWSLETTER

<b>VENDOR NAME:</b>	<b>Grand Blanc Printing, Inc.</b>	Indiana Printing and Publishing Co., Inc.
	<b>Grand Blanc, MI</b>	Indiana, PA
	<b>Bid Deposit on File</b>	#009436985
	<b>N/A</b>	\$2,000.00
<b>Check #</b>		
<b>Check Amount</b>		

**BID PROPOSAL A1: Printing & Delivery of TROY TODAY Newsletters - 60# Gloss Text Cover, 35#/80 Bright.**

Item	Base Bid Total Pages	35# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a	28	24	4	\$ 5,300.00	\$ 21,200.00	\$ 6,112.00	\$ 24,448.00
b	32	28	4	\$ 5,565.00	\$ 22,260.00	\$ 6,419.00	\$ 25,676.00
c	36	32	4	\$ 5,835.00	\$ 23,340.00	\$ 6,677.00	\$ 26,708.00
d	40	36	4	\$ 6,505.00	\$ 26,020.00	\$ 7,161.00	\$ 28,644.00

**BID PROPOSAL A2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 60# Gloss Text Cover, 35#/80 Bright.**

Item	Base Bid Total Pages	35# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
e	48	44	4	\$ 7,280.00	\$ 29,120.00	\$ 7,904.00	\$ 31,616.00
f	52	48	4	\$ 7,550.00	\$ 30,200.00	\$ 8,277.00	\$ 33,108.00
g	56	52	4	\$ 8,235.00	\$ 32,940.00	\$ 9,419.00	\$ 37,676.00
h	60	56	4	\$ 8,505.00	\$ 34,020.00	\$ 9,584.00	\$ 38,336.00

**Paper manufactured by:** Novolith Gloss/Inside & White Birch Paper Co. New Page/Cover & Resolute/Inside

**BID PROPOSAL B1: Printing & Delivery of TROY TODAY Newsletters - 50# Offset/92 Bright.**

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a	28	24	4	\$ 6,700.00	\$ 26,800.00	\$ 7,097.00	\$ 28,388.00
b	32	28	4	\$ 7,170.00	\$ 28,680.00	\$ 7,576.00	\$ 30,304.00
c	36	32	4	\$ 7,645.00	\$ 30,580.00	\$ 8,219.00	\$ 32,876.00
d	40	36	4	\$ 8,535.00	\$ 34,140.00	\$ 8,402.00	\$ 33,608.00

**BID PROPOSAL B2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 50# Offset/92 Bright**

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
e	48	28	4	\$ 9,695.00	\$ 38,780.00	\$ 10,889.00	\$ 43,556.00
f	52	32	4	\$ 10,165.00	\$ 40,660.00	\$ 11,358.00	\$ 45,432.00
g	56	36	4	\$ 11,055.00	\$ 44,220.00	\$ 11,992.00	\$ 47,968.00
h	60	56	4	\$ 11,525.00	\$ 46,100.00	\$ 12,506.00	\$ 50,024.00

**Paper manufactured by:** Novolith Gloss/Inside & Boise Vellum Offset New Page/Cover & New Page/Cover

**BID PROPOSAL C: Flip Page Newsletter for Website**

	<b>Cost Per Issue</b>	<b>Cost Per Issue</b>
Flip Page Newsletter for posting on City's Website	\$ 30.00	\$ 179.00

**ADDITIONAL CHARGES:**

	<b>Cost Per Proof</b>	<b>Cost Per Proof</b>
Cost per additional proofs if needed	No Charge	\$ 95.00

CITY OF TROY  
 BID TABULATION  
 PRINTING TROY TODAY NEWSLETTER

<b>VENDOR NAME:</b>	<b>Grand Blanc Printing, Inc.</b>	Indiana Printing and Publishing Co., Inc.
	<b>Grand Blanc, MI</b>	Indiana, PA
<b>COMPLETION SCHEDULE</b>		
Can meet Y or N	Y	Y
<b>CONTACT INFORMATION</b>		
Contact Person	Greg Care	Mike Donnelly
Hours of Operation	9am-5pm	24 Hours a Day
Phone No.	810.875.0185	724-388-3839
<b>ACKNOWLEDGEMENT:</b>	Y	Y
<b>PAYMENT TERMS:</b>	2% 10 Days Net	Net 30
<b>EXCEPTIONS:</b>	Blank	Blank
<b>QUESTIONNAIRE: Y/N</b>	Y	Y
<b>REFERENCES: Y/N</b>	Y	Y

**ATTEST:**  
 Susan Riesterer  
 \_\_\_\_\_  
 Cindy Stewart  
 \_\_\_\_\_  
 Enna Bachelor  
 \_\_\_\_\_

  
 \_\_\_\_\_  
 Mary Beth Murz,  
 Purchasing Manager

CITY OF TROY  
 BID TABULATION  
 PRINTING TROY TODAY NEWSLETTER

VENDOR NAME:

Check #  
 Check Amount

Printwell, Inc.	EP Graphics
Taylor, MI	Berne, IN
#950739	#76366
\$2,000.00	\$2,000.00

**BID PROPOSAL A1: Printing & Delivery of TROY TODAY Newsletters - 60# Gloss Text Cover, 35#/80 Bright.**

Item	Base Bid Total Pages	35# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a	28	24	4	\$ 6,788.43	\$ 27,153.72	\$ 6,654.00	\$ 26,616.00
b	32	28	4	\$ 8,025.35	\$ 32,101.40	\$ 7,011.00	\$ 28,044.00
c	36	32	4	\$ 7,516.40	\$ 30,065.60	\$ 7,368.00	\$ 29,472.00
d	40	36	4	\$ 8,898.56	\$ 35,594.24	\$ 8,601.00	\$ 34,404.00

**BID PROPOSAL A2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 60# Gloss Text Cover, 35#/80 Bright.**

Item	Base Bid Total Pages	35# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
e	48	44	4	\$ 10,947.33	\$ 43,789.32	\$ 9,035.00	\$ 36,140.00
f	52	48	4	\$ 9,968.64	\$ 39,874.56	\$ 9,392.00	\$ 37,568.00
g	56	52	4	\$ 11,236.68	\$ 44,946.72	\$ 10,219.00	\$ 40,876.00
h	60	56	4	\$ 11,757.14	\$ 47,028.56	\$ 10,296.00	\$ 41,184.00
<b>Paper manufactured by:</b>				Sonoma/Cover & Norbrite/Inside		Sappi/cover & Resolute/Inside	

**BID PROPOSAL B1: Printing & Delivery of TROY TODAY Newsletters - 50# Offset/92 Bright.**

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a	28	24	4	\$ 7,813.78	\$ 31,255.12	\$ 7,847.00	\$ 31,388.00
b	32	28	4	\$ 9,364.41	\$ 37,457.64	\$ 8,392.00	\$ 33,568.00
c	36	32	4	\$ 8,855.67	\$ 35,422.68	\$ 8,936.00	\$ 35,744.00
d	40	36	4	\$ 10,424.93	\$ 41,699.72	\$ 10,545.00	\$ 42,180.00

**BID PROPOSAL B2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 50# Offset/92 Bright**

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
e	48	28	4	\$ 12,861.02	\$ 51,444.08	\$ 11,167.00	\$ 44,668.00
f	52	32	4	\$ 11,995.89	\$ 47,983.56	\$ 12,914.00	\$ 51,656.00
g	56	36	4	\$ 13,469.68	\$ 53,878.72	\$ 11,711.00	\$ 46,844.00
h	60	56	4	\$ 14,025.88	\$ 56,103.52	\$ 12,991.00	\$ 51,964.00
<b>Paper manufactured by:</b>				Sonoma/cover & Finch/Inside		Sappi/cover & Verso/Inside	

**BID PROPOSAL C: Flip Page Newsletter for Website**

Flip Page Newsletter for posting on City's Website	<b>Cost Per Issue</b>	<b>Cost Per Issue</b>
	\$ 300.00	\$4.00/page

**ADDITIONAL CHARGES:**

Cost per additional proofs if needed	<b>Cost Per Proof</b>	<b>Cost Per Proof</b>
	\$2.00/page	\$20.00/page

CITY OF TROY  
 BID TABULATION  
 PRINTING TROY TODAY NEWSLETTER

**VENDOR NAME:**

Printwell, Inc.	EP Graphics
Taylor, MI	Berne, IN

**COMPLETION SCHEDULE**

Can meet Y or N

**CONTACT INFORMATION**

Contact Person

Hours of Operation

Phone No.

**ACKNOWLEDGEMENT:**

**PAYMENT TERMS:**

**EXCEPTIONS:**

**QUESTIONNAIRE: Y/N**

**REFERENCES: Y/N**

Y	Y
Shawn Borg	Lori Bantz
24 hours	8am - 5pm
734 247 8030	260 729 2245
Y	Y
Net 30	Net 30
None	None
Y	Y
Y	Y

CITY OF TROY  
 BID TABULATION  
 PRINTING TROY TODAY NEWSLETTER

VENDOR NAME:

Check #  
 Check Amount

AinsTech, Inc.	
Troy, MI	
#988996	
\$2,000.00	

**BID PROPOSAL A1: Printing & Delivery of TROY TODAY Newsletters - 60# Gloss Text Cover, 35#/80 Bright.**

Item	Base Bid Total Pages	35# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a	28	24	4	\$ 8,787.00	\$ 35,148.00	\$	-
b	32	28	4	\$ 9,199.00	\$ 36,796.00	\$	-
c	36	32	4	\$ 9,611.00	\$ 38,444.00	\$	-
d	40	36	4	\$ 10,243.00	\$ 40,972.00	\$	-

**BID PROPOSAL A2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 60# Gloss Text Cover, 35#/80 Bright.**

Item	Base Bid Total Pages	35# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
e	48	44	4	\$ 11,145.00	\$ 44,580.00	\$	-
f	52	48	4	\$ 11,479.00	\$ 45,916.00	\$	-
g	56	52	4	\$ 12,895.00	\$ 51,580.00	\$	-
h	60	56	4	\$ 13,306.00	\$ 53,224.00	\$	-

Paper manufactured by: Flogloss/Cover & Resolute/Inside

**BID PROPOSAL B1: Printing & Delivery of TROY TODAY Newsletters - 50# Offset/92 Bright.**

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a	28	24	4	\$ 10,199.00	\$ 40,796.00	\$	-
b	32	28	4	\$ 10,846.00	\$ 43,384.00	\$	-
c	36	32	4	\$ 11,492.00	\$ 45,968.00	\$	-
d	40	36	4	\$ 12,236.00	\$ 48,944.00	\$	-

**BID PROPOSAL B2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 50# Offset/92 Bright**

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
e	48	28	4	\$ 13,654.00	\$ 54,616.00	\$	-
f	52	32	4	\$ 14,301.00	\$ 57,204.00	\$	-
g	56	36	4	\$ 15,952.00	\$ 63,808.00	\$	-
h	60	56	4	\$ 16,598.00	\$ 66,392.00	\$	-

Paper manufactured by: Flogloss/Cover & Resolute/Inside

**BID PROPOSAL C: Flip Page Newsletter for Website**

Flip Page Newsletter for posting on City's Website

	Cost Per Issue	Cost Per Issue
	\$ 117.00	

**ADDITIONAL CHARGES:**

	Cost Per Proof	Cost Per Proof
Cost per additional proofs if needed	\$ 130.00	

CITY OF TROY  
 BID TABULATION  
 PRINTING TROY TODAY NEWSLETTER

**VENDOR NAME:**

AinsTech, Inc.	
Troy, MI	

**COMPLETION SCHEDULE**

Can meet Y or N

**CONTACT INFORMATION**

Contact Person

Hours of Operation

Phone No.

**ACKNOWLEDGEMENT:**

**PAYMENT TERMS:**

**EXCEPTIONS:**

**QUESTIONNAIRE: Y/N**

**REFERENCES: Y/N**

	Y	
	Shawn Borg	
	24 hours	
	734 247 8030	
	Y	
	Net 30	
	None	
	Y	
	Y	

**STANDARD PURCHASING RESOLUTION 2 – Award To Low Bidder Meeting Specifications– Printing Services for the Troy Today Quarterly Newsletter**

RESOLVED, That Troy City Council hereby AWARDS a one (1) year contract to provide printing and delivery services of the Troy Today Quarterly Newsletter and the Troy Recreation Quarterly Newsletter with an option to renew for two (2) additional years to the low bidder meeting specifications; *Grand Blanc Co Inc., of Grand Blanc, MI* at an estimated total cost of \$34,140.00, for the *Troy Today Quarterly Newsletter*, and \$46,100.00 for the *Troy Recreation Quarterly Newsletter*, plus the actual cost of bulk rate postage and \$30.00 per issue to post the Flip page newsletter on the City's website, and additional charges if needed not to exceed \$3,900.00, at prices contained in the bid tabulation opened April 14, 2016, a copy of which shall be ATTACHED to the original Minutes of this meeting; contract expiring April 30, 2019.

BE IT FURTHER RESOLVED, That the award is contingent upon the contractor's submission of properly executed bid documents, including insurance certificates and all other specified requirements.

CITY OF TROY  
 BID PROPOSAL

ITB-COT 16-18  
 Page 1 of 5

The undersigned proposes to **PROVIDE ONE (1) YEAR REQUIREMENTS FOR THE PRINTING AND DELIVERY OF THE TROY TODAY QUARTERLY NEWSLETTERS WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS**, in accordance with the attached specifications to be considered an integral part of this bid proposal, at the following prices:

COMPANY NAME: GRAND BLANK PRINTING, INC.

**Section List:**

Instruction to Bidders (2 Pages)	Specifications – Troy Today Quarterly Newsletters (1 Page)
Bid Proposal (5 Pages)	Contract Documents/ Forms (4 Pages)
Vendor Questionnaire (3 Pages)	Statement of No Bid (1 Page)

**BID PROPOSAL: PRINTING AND DELIVERY OF TROY TODAY QUARTERLY NEWSLETTERS**

**BID PROPOSAL A: PRINTING OF TROY TODAY NEWSLETTERS**

**Ink:** All pages: Four (4) color (CMYK)

**PrePress:** Camera-ready copy via FTP. Proofs via FTP or e-mail. Newsletters to be supplied to Printer in InDesign CS2 or PDF files.

**PostPress:** Vendor MUST produce a flip page newsletter for the City's website.

**Printing:** **Cover:** 60# Gloss Text Cover **Inside:** 35# Alternative Offset / 80 bright

35,000 copies per printing of Troy Today, four times per year, in accordance with specifications

**Proposal A1 – City Troy Today**

	BASE BID	35# Gloss Text	
a.	28 total pages	(24 pages + 4 pages)	\$ 5300.00 /Issue
b.	32 total pages	(28 pages + 4 pages)	\$ 5565.00 /Issue
<b>c.</b>	<b>36 total pages</b>	<b>(32 pages + 4 pages)</b>	<b>\$ 5835.00 /Issue</b>
d.	40 total pages	(36 pages + 4 pages)	\$ 6505.00 /Issue

**Proposal A2 – Recreation Troy Today**

	BASE BID	35# Gloss Text	
e.	48 total pages	(44 pages + 4 pages)	\$ 7280.00 /Issue
f.	52 total pages	(48 pages + 4 pages)	\$ 7550.00 /Issue
g.	56 total pages	(52 pages + 4 pages)	\$ 8235.00 /Issue
<b>h.</b>	<b>60 total pages</b>	<b>(56 pages + 4 pages)</b>	<b>\$ 8505.00 /Issue</b>

Paper Manufactured by: NOVDLITH GLOSS / WHITE BIRCH PAPER CO.  
 (Cover) (Inside)

*Items shaded in gray will be used to determine low bidder as per Award language on Page 3 of 5 Bid Proposal*

**BID PROPOSAL B: PRINTING OF TROY TODAY NEWSLETTERS**

Cover: 70# Gloss Text Cover Inside: 50# Offset / 92 bright

35,000 copies per printing of Troy Today, four times per year, in accordance with specifications.

**Proposal B1 – City Troy Today**

	BASE BID	50#	Gloss Text
a.	28 total pages	(24 pages + 4 pages)	\$ <u>6700.00</u> /Issue
b.	32 total pages	(28 pages + 4 pages)	\$ <u>7170.00</u> /Issue
<b>c.</b>	<b>36 total pages</b>	<b>(32 pages + 4 pages)</b>	<b>\$ <u>7645.00</u> /Issue</b>
d.	40 total pages	(36 pages + 4 pages)	\$ <u>8535.00</u> /Issue

**Proposal B2 – Recreation Troy Today**

	BASE BID	50#	Gloss Text
e.	48 total pages	(44 pages + 4 pages)	\$ <u>9695.00</u> /Issue
f.	52 total pages	(48 pages + 4 pages)	\$ <u>10165.00</u> /Issue
g.	56 total pages	(52 pages + 4 pages)	\$ <u>11055.00</u> /Issue
<b>h.</b>	<b>60 total pages</b>	<b>(56 pages + 4 pages)</b>	<b>\$ <u>11525.00</u> /Issue</b>

Paper Manufactured by: NOVOLITH GLOSS / BOISE YELLOW OFFSET  
(Cover) (Inside)

*Items shaded in gray will be used to determine low bidder as per Award language on Page 3 of 5 Bid Proposal*

**BID PROPOSAL C: FLIP PAGE NEWSLETTER FOR WEBSITE**

Flip Page Newsletter for posting on City's website \$ 30.00 /Issue

**ADDITIONAL CHARGES:**

1. If additional proofs are needed \$ 1/c /Proof

**ALTERNATE PAPER STOCKS:**

If bidding alternate paper stocks, the quality must remain similar to the specified papers in regards to weight and brightness. The designated City representative will review all alternates submitted as part of this bid proposal. The decision made as to acceptability will be deemed in the City of Troy's best interest and will be final.

**SAMPLE PAPER:**

Samples of each paper which your company provides pricing for **must** be submitted with your bid proposal or within 24 hours of the bid proposal opening time. Attach the sample sheets to your bid document at the time of submission and identify the type manufacturer of the paper provided. (NOTE: Only one paper stock will be selected for each cover and inside page – at the City's option).

COMPANY NAME: GRAND BLANC PRINTING, INC.

**COMPLETION SCHEDULE:**

The vendor will be given a maximum of 10 business days (mandatory delivery date) to complete the printing (including delivery to the Troy Post Office) of the Troy Today from the date and time the successful vendor receives a sign-off from City of Troy.

Our company can meet this delivery schedule

Our company cannot meet this delivery schedule but offers: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

For additional information or questions concerning this project, please contact Cindy Stewart, Community Affairs Director, at (248) 524-1147 or MaryBeth Murz, Purchasing Manager, at (248) 680-7291.

**DELIVERY:**

The delivery of finished, bundled newsletters shall be F.O.B. delivered freight paid to the Troy Post Office in quantities required for delivery routes. Delivery of extra quantities are to be F.O.B. delivered freight paid to the Troy Community Center – Parks and Recreation Department office, Community Affairs Department at City Hall and Troy Public Library no later than the day they are delivered to the Post Office. The City will be responsible for postage.

**LOCAL PREFERENCE:**

The City of Troy reserves the right to award a contract to a local business, one which pays City of Troy taxes (real and/or personal), if the bid of a local vendor is within 5% of the lowest responsive and responsible non-local bidder, then the local vendor is given one chance to match the low bid.

**BID DEPOSIT AND FORFEITURE:**

The bid deposit of the lowest bidder shall be forfeit if, after bid opening, a change in the bid price or other provision of the bid is required by the bidder that is prejudicial to the interest of the City of Troy or fair competition.

**CONTRACT FORMS:**

Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit, Certification regarding Debarment and the Certification regarding "Iran Linked Business" forms and return with your bid proposal.

**SUB-CONTRACTORS:**

No portion of the bid proposal submitted may be subcontracted by the successful bidder without the prior written approval of the City except in those instances that are noted in the specifications.

**PURCHASE ORDER:**

After the Troy City Council has approved the award recommendation; the successful bidder will receive a purchase order issued from the City of Troy, which will create a bilateral contract between the City of Troy and the successful bidder. The purchase order shall commit the bidder to perform the contract in accordance with specifications. A contract document will not be issued.

**AWARD:**

The evaluation and award of this bid shall be a combination of factors, including but not limited to: cost, professional competence, equipment, references, and the correlation of the bid proposal submitted to the needs of the City of Troy. ***For award purposes only the City will determine the low bidder by the cost offered under each proposal which reflects the average number of pages per issue. These items will be shaded in gray on the cost proposal.***

The City of Troy reserves the right to award this bid to the lowest responsible total bidder meeting specifications under either Bid Proposal A or B; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations; whatever is deemed to be in the City's best interest.

COMPANY NAME: GRAND BLAZE PRINTING, INC.

**SAMPLES:**

Samples of previous City of Troy newsletters are available from the Purchasing Office – (248) 680-7291.

**UNIT PRICES:**

Unit prices prevail (cost per issue). The City of Troy will correct mathematical errors discovered in your bid submission.

**NO SUBSTITUTIONS:**

Firms are advised that all materials, workmanship and construction shall be in accordance with the specifications and have a finished appearance. After selection of the paper and award of contract, no substitute materials will be acceptable without the City of Troy's written permission.

**RIGHT TO REQUEST ADDITIONAL INFORMATION:**

The City reserves the right to request any additional information it deems necessary from any bidder responding to this Invitation to Bid after the documents have been received.

**LIQUIDATED DAMAGES:**

If delivery is delayed beyond the mandatory delivery date of ten (10) business days, liquidated damages of \$50.00 per day will be assessed against the bid surety for each working day beyond the mandatory delivery date except for documented acts of God such as tornado, flood, etc. After product is completed and delivered to the four locations, if finished product is faulty (pages not aligned properly, or cut incorrectly, ink smudged or smeared on pages) liquidated damages of \$100.00 will be assessed against the bid surety for each error. The successful bidder shall be considered in default of contract when the entire bid surety is forfeited due to enforcement of liquidated damages. The day immediately following the day designated by the City representative as the "pick-up date" of the files with the document layout included shall be considered Day 1.

**LAWS:**

All applicable State of Michigan and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the award throughout and incorporated herein by reference.

**QUALIFICATIONS OF BIDDERS:**

The proposer may be required before the award of any contract to show to the complete satisfaction of the City of Troy that it has the necessary facilities, abilities, and financial resources to provide the services specified herein. The proposer may also be required to give a past history in order to satisfy the City of Troy in regard to the proposer's qualifications. The City of Troy may make reasonable investigations deemed necessary and proper to determine the ability of the proposer to perform the work, and the bidder shall furnish to the City of Troy all information for this purpose that may be requested.

**DOWN PAYMENTS OR PRE-PAYMENTS:**

All bid proposals submitted with terms or any provisions in the bid proposal, which requires a down payment or pre-payment of any kind will not be considered for an award. The designated City representative will make payment approval of all items upon acceptance of the work being invoiced.

**CONTRACT TERMINATION:**

The City of Troy shall reserve the right to terminate the contract **without penalty** upon 7 days written notice due to poor performance or for any reason deemed to be in its best interest. The City of Troy's designated representative will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the City of Troy's best interest and will be final. The City of Troy reserves the right to re-award or re-bid the contract in whatever manner is deemed to be its best interest.

**CONTACT INFORMATION:**

Contact Person: GREG CARÉ Hours of Operation: 9-5 24 Hr Ph.No: 810-875-0185

COMPANY NAME: GRAND BLANC PRINTING, INC.



**SIGNATURE PAGE**

**PRICES:**

Price shall remain firm through bid proposal award except the successful bidder whose prices shall remain firm through successful completion of all specified requirements for this project. The contract period shall commence on the date of award and will expire one (1) calendar year later. The contract may be renewed for two (2) additional one-year periods based upon mutual consent of both parties within 90 days of contract termination based upon the same terms and conditions. A request by City staff to determine a successful bidder's interest in renewing a contract in no way obligates the City. The option cannot be exercised without a blanket purchase order issued.

Pricing may only be adjusted annually due to fluctuations in paper costs. The increase/decrease requested must be verifiable mill increases or decreases. A dated, signed letter from the mill may be adequate proof of the increase or decrease at the City of Troy's option.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Gregory M. Caré

**NOTE:** The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

TAX ID: 38-1969043

COMPANY GRAND BLANC PRINTING, INC.

ADDRESS 9449 Holly Road CITY GRAND BLANC STATE/ZIP 48439

TELEPHONE NUMBER (810) 694-1155 FAX NUMBER (810) 694-1139

REPRESENTATIVE'S NAME: GREG CARE

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Gregory M. Caré (Print)

PAYMENT TERMS: 2% 10 DAYS / OCT 30 EMAIL: GREGC@GRANDBLANCPRINTING.COM

COMPLETION: 10 BUSINESS DAYS CHECK #: ON FILE

**EXCEPTIONS:**

Any exceptions, substitutions, deviations, etc. from City specifications and this bid proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this bid proposal offer:

**ACKNOWLEDGEMENT:** I, GREG CARE, certify that I have read the **Instructions to Bidders** (2 Pages) and that the bid proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, [www.mitn.info](http://www.mitn.info) and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Gregory M. Caré

**IMPORTANT:** All City of Troy purchases require a **MATERIAL SAFETY DATA SHEET**, where applicable, in compliance with the **MIOSHA "Right to Know"** Law.

**NOTE:** The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

**U.S. FUNDS:** PRICES QUOTED SHALL BE IN U.S. CURRENCY.



**VENDOR QUESTIONNAIRE**

DATE: 04/12/2016  
Month/Date/Year

COMPANY NAME: GRAND BLANC PRINTING, INC

ESTABLISHED: OCT 19 68 / 20 STATE: MI.

TYPE OF ORGANIZATION: (Circle One)  
a. Individual  
b. Partnership  
c. Corporation  
d. Joint Venture  
e. Other \_\_\_\_\_

If applicable:  
FORMER NAME(S)  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: If additional space is needed throughout the questionnaire, please attach additional sheets numbered appropriately for identification.

1. Has your company ever declared bankruptcy or was forced to reorganize under Chapter 11 of the Bankruptcy Code:

YES  NO WHEN: \_\_\_\_\_

EXPLAIN:  
\_\_\_\_\_  
\_\_\_\_\_

2. How many years has your company been doing work in printing or related field?  
48 YEARS

EXPLAIN THE TYPE OF WORK IN A RELATED FIELD:  
\_\_\_\_\_  
\_\_\_\_\_

3. Provide your company's background and its organization structure. Describe capabilities specific to the specifications within this Invitation to Bid.

WEVE BEEN A COMMERCIAL PRINTER FOR 48 YEARS, WE ARE A PRIVATELY HELD COMPANY WITH THE CAPABILITY TO PRINT THIS TYPE OF PUBLICATION AS WELL AS NEWSPAPERS, INSERTS WITH FULL GRAPHICS.

4. The printer submitting this bid proposal has included copies of three (3) comparable sample "City" type newsletters and paper stock meeting City of Troy specifications:

YES  NO

IF NO, EXPLAIN WHY ITEMS WERE NOT PROVIDED.  
\_\_\_\_\_  
\_\_\_\_\_



5. REFERENCES: Complete List of SIMILAR NEWSLETTER PROJECTS COMPLETED AND DELIVERED IN THE LAST FIVE YEARS. Minimum three (3) similar projects required.

Entity Name	Address	Contact Name	Phone Number	E-Mail	# of Years
CITY OF STERLING HEIGHTS		BRIDGET	586-446-2471		10
CITY OF ANN ARBOR		KIM	734-794-6000 x42193		11
WASHTEENAW CC		ANGELA	734-973-3704		6

6. USE OF SUBCONTRACTORS: Will any of the work under this contract be subcontracted?

YES  NO

IF YES, EXPLAIN WHICH SERVICES. PLEASE INCLUDE YOUR COMPANY'S EXPERIENCE WORKING WITH THESE PROFESSIONALS.

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7. Our company can meet Postal Code regulations concerning the mailing of an estimated 36,000 Newsletters on a quarterly basis.

YES  NO

IF NO, EXPLAIN WHY?

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8. Please indicate the estimated turn-around time from the date proof is signed-off on by the City of Troy for delivery to the Post Office. 7-10 BUSINESS of Days



9. Our company can meet all requirements of the specifications and can provide all the services specified in the time specified?

YES     NO

IF NO, EXPLAIN WHY ITEMS WERE NOT PROVIDED.

\_\_\_\_\_  
 \_\_\_\_\_

10. List all equipment to be used in the printing of the Troy Today. Provide make, model and age of the equipment listed.

DESCRIPTION	MAKE	MODEL	AGE
PRINTING PRESS	TENSOR	1400 SERIES	18
SADDLE STITCHER	MCCAIN	52000	8

**THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:**

Signature of Authorized Firm Representative: Gregory M. Caré  
 Representative's Name: GREG CARÉ  
(print)  
 Company Name: GRAND BLANC PRINTING, INC.  
 Address: 9449 HOLLY ROAD GRAND BLANC MI. 48439  
 Phone Number: 810-694-1155  
 Fax Number: 810-694-1139  
 E-mail: GREGC@GRANDBLANCPRINTING.COM  
 Date: 4-12-16



**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
  - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
  - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

I am able to certify to the above statements.

GRAND BLANC PRINTING, INC.

Name of Agency/Company/Firm (Please Print)

MATTHEW D. STEBBINS                      PRESIDENT

Name and title of authorized representative (Please Print)

Signature of authorized representative

4-12-16

Date

I am unable to certify to the above statements. Attached is my explanation.



**Legal Status of Bidder:**

The Bidder shall fill out the appropriate form and strike out the other two:

---

A **corporation** duly organized and doing business under the laws of the State of MICHIGAN for whom GREG CARE, bearing the office title of ACCOUNT EXECUTIVE, whose signature is affixed to this bid proposal, is duly authorized to execute contracts.

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A **partnership**, all members of which, with addresses, is:

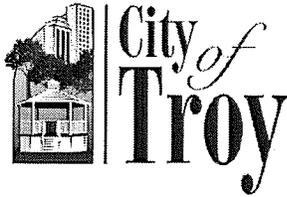
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

---

AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE BID PROPOSAL:

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**VENDOR CERTIFICATION  
THAT IT IS NOT AN  
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	GRAND BLANC PRINTING, INC.
Street Address	9449 HOLLY ROAD
City	GRAND BLANC
State, Zip	MI. 48439
Corporate I.D. Number/State	
Taxpayer I.D. #	38-1969043

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: \_\_\_\_\_

Printed Name of Vendor's Authorized Agent: \_\_\_\_\_

MATTHEW D. STEBBINS

Witness Signature: \_\_\_\_\_

Printed Name of Witness: \_\_\_\_\_

GREGORY M. CARE



CITY OF TROY  
OAKLAND COUNTY, MICHIGAN  
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

GREGORY M. CARE, being duly sworn deposed, says that he/she  
(Print Full Name)

is ACCOUNT EXECUTIVE. The party making the foregoing proposal or bid,  
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

Gregory M. Care  
SIGNATURE OF PERSON SUBMITTING BID

NOTARY'S SIGNATURE [Signature]

Subscribed and sworn to before me this 13<sup>TH</sup> day of April,  
2016 in and for Genese County.

My commission expires: 3/24/2018

DOMONIC L GENOVESI  
Notary Public - Michigan  
Genesee County  
My Commission Expires Mar 24, 2018  
Acting in the County of Genesee

