



## CITY COUNCIL ACTION REPORT

September 19, 2012

TO: Michael W. Culpepper, Acting City Manager

FROM: Mark F. Miller, Director of Economic & Community Development  
Susan A. Leirstein, Purchasing Director  
Jeff Biegler, Recreation Director

SUBJECT: Standard Purchasing Resolution 3: Exercise Renewal Option –  
Tee Shirts

### **Background**

On September 26, 2011, Troy City Council approved a one-year contract for Tee Shirts (various types) with an option to renew for one additional year to the low total bidder, ITA Printing of Butler, PA (Resolution #2011-09-218-J-4a). Tee Shirts are purchased for youth and adult recreational programs throughout the year based upon estimated quantities.

ITA Printing has offered to renew their contract for one additional year under the same prices, terms, and conditions. A market survey conducted by the Purchasing department concurs with the recommendation, as Troy's pricing is at least 25% lower than the competition for similar items. (see attachments)

ITB-COT 11-19, one-year requirements of Tee Shirts with an option to renew for one additional year was competitively bid and opened on September 7, 2011, in accordance with City Charter and Code.

### **Recommendation**

City management and the Recreation department recommend exercising the option to renew for one additional year for an estimated cost of \$28,124.00 with ITA Printing of Butler, PA for Tee Shirts under the same prices, terms and conditions originally bid, expiring September 30, 2013.

### **Fund Availability**

Funds are available for the purchase of these tee shirts in the various Recreation Program operating supply accounts.



# Memo

To: Susan Leirstein  
From: Nancy Kuha  
Date: 9/19/2012  
Re: Market Survey for Tee-Shirts ITB-COT 11-19

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I contacted the following companies to request tee-shirt pricing for the coming year.

Great Lakes Embroidery – 248-585-1855 – Spoke to Rob

Great Lakes Embroidery did not bid on ITB-COT 11-19, so I requested a quote on Item #1 from the bid.

ITEM #1 – Qty. 1200 - 50/50 Short Sleeve Shirts with one-color imprint on front - \$4.85 ea.

Impressive Promotional Products LLC – 248-589-3595

Per Susan's conversation with Mr. Ali on 9/18/2012, their pricing would be the same as last year. No significant market changes would affect their prices. I looked up their website [www.ippteam.com](http://www.ippteam.com), and found their prices range from \$3.70 to \$5.36 each depending on color.

A check of the MITN website found a recent bid issued by the City of Novi for the exact same item, 50/50 T-Shirts – Gildan G8000 with one color imprint on front was \$3.50 each verses Troy's cost of \$2.63 each.

If you have any questions, let me know.

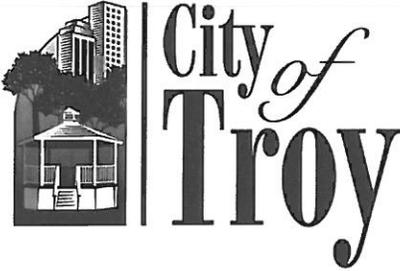
Contract awarded to  
American Silkscreen

CITY OF NOVI - T-SHIRTS SPORTS APPAREL BID TAB

BID DUE 8/28/12

Item	Description	American Silkscreen	Impressive Promotional	1st Class Silkscreening	Image Impressions
<b>SETUP/ARTWORK</b>					
1	Logo Setup/Artwork Dept/City	N/C	10.00	20.00	225.00
2	Logo Setup/Artwork Sponsor	10.00	10.00	20.00	225.00
<b>PRINTING COSTS</b>					
3	Numerals (1-2 per location)	0.65	1.50	1.50	2.45
4	1 color logo/1 location	0.60	0.50	1.50	0.77
5	2 color logo/1 location	1.25	1.00	2.25	0.88
6	1 color logo/2 location	1.20	1.00	3.00	0.92
7	2 color logo/2 location	2.50	1.50	4.50	1.03
8	"Coach", "Supervisor", "Staff"	0.50	0.50	1.00	0.77
<b>EMBROIDERY COSTS</b>					
9	Embroidered logo (each)	4.00	4.95	5.00	7.00
<b>FLAG FOOTBALL</b>					
10	Mesh Football Jersey	Augusta 283/284	Augusta 240/241	A4 N4139/nb4139	Holloway 229304
	Youth Small-Youth XL	10.67	11.95	14.00	18.00
	Adult Small - Adult XL	10.92	12.95	15.00	20.00
	Adult 2XL	12.42	13.95	17.00	22.00
	Adult 3XL	13.12	14.95	18.00	24.00
<b>BASKETBALL</b>					
11	Reversible Tank Jersey - poly	Augusta 136/137	Augusta 197/198	Badger 8529	Holloway 229503
	Youth Small-Youth XL	8.60	9.50	9.50	18.50
	Adult Small - Adult XL	9.74	10.50	11.50	20.50
	Adult 2XL	11.24	11.50	12.50	22.50
	Adult 3XL	12.35	12.50	13.50	24.50
<b>VOLLEYBALL</b>					
12	Volleyball shirt - poly	Augusta 1230/1231	Augusta 1230/1231	Augusta 525	Holloway 222253
	Youth Med-Youth XL	9.06	12.50	12.00	13.00
	Adult Small - Adult XL	10.34	13.50	12.00	15.00
	Adult 2XL	10.84	15.50	14.00	17.00
	Adult 3XL	NA	blank	15.00	19.00
<b>BASEBALL</b>					
13	Complete Uniform Package				
	Youth Small - Youth XL	20.67	27.95	28.00	77.00
	Adult Small - Adult XL	25.13	28.95	32.00	79.00
<b>FASTPITCH SOFTBALL (LADIES)</b>					
14	Complete Uniform Package				
	Youth Small-Youth XL	23.55	27.95	30.00	32.50
	Adult Small - Adult XL	24.75	28.95	35.00	34.50
<b>ADULT SOFTBALL/COACH/THEATRE/STAFF</b>					
15	T-Shirts, SS, 50/50 cotton/poly	Gildan G8000	Jerzees 29M/29B	Gildan 8000	Holloway 222458
	Youth Small - Youth XL	2.90	3.95	4.00	15.00
	Adult Small - Adult XL	2.90	3.95	4.50	17.00
	Adult 2XL	5.54	5.95	6.00	19.00
	Adult 3XL	5.59	6.95	7.50	21.00
	Adult 4XL	5.59	7.95	7.50	23.00
16	T-shirts, SS, Moisture Wicking	Augusta 790	Harriton M320	A4 N3142	Augusta 790
	Adult Small - Adult XL	6.82	9.95	7.00	11.70
	Adult 2XL	8.22	10.95	9.00	13.70
	Adult 3XL	9.12	11.95	10.00	14.70
	Adult 4XL	10.12	12.95	11.00	14.70
17	T-shirts, LS, 50/50 cotton/poly	Gildan G8400	Jerzees 29L	Gildan 8400	Harriton 320L
	Adult Small - Adult XL	5.42	6.95	7.50	15.98
	Adult 2XL	6.92	8.95	9.00	17.98
	Adult 3XL	6.92	9.95	9.00	19.98
	Adult 4XL	6.92	10.95	10.50	19.98
18	Polo Shirt, SS, 50/50	Gildan 8800	Hanes 054	Gildan 8800	Hanes 54P
	Adult Small - Adult XL	5.84	7.50	9.00	12.58

Item	Description	American Silkscreen	Impressive Promotional	1st Class Silkscreening	Image Impressions
	Adult 2XL	8.44	9.50	12.00	14.58
	Adult 3XL	8.64	10.50	14.00	16.58
	Adult 4XL	8.64	11.50	15.00	18.58
19	Wind Shirt	Port JST72	Harriton M720	Badger 7601	Badger 7602
	Adult Small - Adult XL	12.49	15.95	24.00	36.90
	Adult 2XL	14.49	16.95	26.50	38.90
	Adult 3XL	15.49	17.95	29.00	10.90
	Adult 4XL	16.49	18.95	31.00	40.90
20	Polo Shirt, wicking	Harriton M315	Harriton M315	blank	Harriton M315 & M315W
	Adult Small - Adult XL	12.49	15.95	blank	19.98
	Adult 2XL	13.49	16.95	16.00	21.28
	Adult 3XL	15.49	17.95	18.00	23.28
	Adult 4XL	16.49	18.95	20.00	23.28
21	Baseball Cap	Augusta 6202	Harriton M800	Anvil 136	Flexfit 6210T
	Each	2.40	3.50	5.00	11.20
22	T-shirts, SS, Hanes 5170				
	Adult Small - Adult XL	3.32	3.95	4.75	3.32
	Adult 2XL	5.42	5.95	5.75	5.70
	Adult 3XL	5.42	6.95	6.75	5.82
	Adult 4XL	5.46	7.95	7.75	5.82
23	T-shirts, SS, Hanes Cool Dri 4820				
	Adult Small - Adult XL	6.77	7.95	7.50	10.82
	Adult 2XL	9.37	9.95	8.50	12.82
	Adult 3XL	9.37	10.95	9.50	13.82
	Adult 4XL	9.37	blank	10.50	13.82
24	Polo Shirt - Holloway 222423				
	Adult Small - Adult XL	20.67	25.00	20.00	31.00
	Adult 2XL	22.67	26.00	22.00	33.00
	Adult 3XL	24.17	27.00	23.50	35.00
	Adult 4XL	25.67	28.00	25.00	37.00
25	Sweatshirt - Gildan 18000				
	Adult Small - Adult XL	7.12	8.50	8.50	16.40
	Adult 2XL	9.32	10.50	9.50	18.40
	Adult 3XL	9.32	11.50	10.50	19.40
	Adult 4XL	9.52	12.50	11.50	19.40
26	Sweatshirt - FOL 82300				
	Adult Small - Adult XL	11.50	15.50	12.00	18.40
	Adult 2XL	14.03	17.50	13.00	20.40
	Adult 3XL	15.07	18.50	14.00	21.40
27	Sweatshirt - Jerzees 4662M				
	Adult 4XL	12.64	18.50	13.00	13.38
28	Hoodie - Hanes F170				
	Adult Small - Adult XL	17.72	22.50	17.50	30.38
	Adult 2XL	21.22	25.50	18.50	32.38
	Adult 3XL	21.83	26.50	19.50	33.38
29	Zip Hoodie - FOL 82230R				
	Adult Small - Adult XL	19.22	24.50	19.50	29.93
	Adult 2XL	22.12	27.50	21.50	31.93
	Adult 3XL	22.75	28.50	22.50	32.93
30	Zip Hoodie - PC90ZH				
	Adult 4XL	23.23	29.95	25.00	32.48
31	Parka - Ash City 88007				
	Adult Small - Adult XL	89.90	89.95	150.00	141.90
	Adult 2XL	91.90	94.95	155.00	149*
	Adult 3XL	92.90	99.95	160.00	151.84
	Delivery	10 business days	10 working days	7 business days	7 business days



August 2012

ATTN: Rachel Berglund  
ITA Printing  
496 Pittsburgh Road  
Butler, PA 16002  
FAX: (724) 431-4361

Dear Rachel:

The City of Troy entered into contract #2012-00000272 with ITA Printing to purchase various requirements of Tee Shirts, which will expire September 30, 2012, with an option to renew for one additional year. The City is interested to know whether ITA Printing will renew its contract under the same pricing structure, terms and conditions.

Please fax this letter back to Scott Mercer at the Troy Community Center indicating if ITA Printing wishes to renew this contract until September 30, 2013. The fax number is (248) 689-6497. It should be understood that this request to renew the contract is subject to a favorable market survey and City Council approval. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City.

If you have any questions please call me at (248) 524-3487

**CHECK ONE:**

ITA Printing is interested in renewing the contract  
under the same prices, terms, and conditions: (X)

X Rachel Berglund  
Signed: Authorized Company Representative

ITA Printing is not interested in renewing the contract: ( )

X \_\_\_\_\_  
Signed: Authorized Company Representative

Date: 9/5/12

Thank you,  
Scott Mercer  
Recreation Supervisor

**J-4 Standard Purchasing Resolutions****a) Standard Purchasing Resolution 1: Award to Low Bidder – Tee Shirts**

Resolution #2011-09-218-J-4a

RESOLVED, That Troy City Council hereby **AWARDS** a one (1) year contract to furnish various Tee Shirts for the Recreation Department with an option to renew for one (1) additional year to the low total bidder, ITA Printing of Butler, PA for an estimated total cost of \$28,124.00, at unit prices contained in the bid tabulation opened September 7, 2011, a copy of which shall be **ATTACHED** to the original Minutes of this meeting with the contract expiring September 30, 2012.

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**J-6 Request for Recognition as a Nonprofit Organization Status from Robert Ginther – South Oakland Chapter of Warthogs Motorcycle Club**

Resolution #2011-09-218-J-6

RESOLVED, That Troy City Council hereby **APPROVES** the request from South Oakland Chapter of Warthogs Motorcycle Club, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license as recommended by City Management.

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**J-7 Request for Approval of Relocation Claim – John R Road Improvement Project, Square Lake to South Boulevard, Project No. 02.204.5 – Parcel 44 – Sidwell #88-20-02-230-011**

Resolution #2011-09-218-J-7

RESOLVED, That as required by Michigan Laws and Federal Regulations, the City Council of the City of Troy hereby **APPROVES** the Relocation Claim from Elizabeth Strichick, pertaining to the City of Troy's acquisition of her property at 6695 John R, having Sidwell #88-20-02-230-011, and **AUTHORIZES** payment in the amount of \$1,850.

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**J-5 Sustainable Development Checklist**

Resolution #2011-09-219

Moved by Schilling

Seconded by Slater

WHEREAS, The City of Troy Zoning Ordinance included a Sustainable Design Option, which is intended to promote environmentally sustainable and energy efficient design and development practices for the construction of new and the rehabilitation of existing buildings and sites within the City; and

WHEREAS, Section 12.01 of the City of Troy Zoning Ordinance established the requirement of a separate Sustainable Development Checklist; and



## CITY COUNCIL AGENDA ITEM

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September 20, 2011

To: John Szerlag, City Manager

From: Mark F. Miller, Director of Economic & Community Development  
Susan A. Leirstein, Purchasing Director  
Jeffrey J. Biegler, Recreation Director

Subject: Standard Purchasing Resolution 1: Award to Low Bidder – Tee Shirts

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### **Background**

On September 7, 2011, bids were received to provide one-year requirements of 50/50 and 100% cotton tee shirts with an option to renew for one additional year for the Troy Recreation Department. One hundred and thirty-six (136) companies were notified via the Michigan Intergovernmental Trade Network (MITN) website with five (5) bids received and one statement of no bid. Of the five bids received, three were disqualified for not submitting the proper bid surety as specified.

A detailed pricing list for each option was requested and received from the two responsible, responsive bidders. After performing reference checks and pricing analysis, staff recommends awarding the contract to the lowest total bidder, ITA Printing of Butler, Pennsylvania.

### **Recommendation**

City management and the Recreation department recommend awarding a one-year contract to provide various Tee Shirts for the Recreation department with an option to renew for one (1) additional year to the lowest total bidder, ITA Printing of Butler, Pennsylvania for an estimated total cost of \$28,124.00 at unit prices contained in the bid tabulation opened 9/7/2011.

### **Fund Availability**

Funding for the purchase of Tee Shirts is available in the Recreation, Community Center and Aquatic Center operating accounts. Cost of the Tee Shirts is built into registration and membership fees paid by participants in various programs.

VENDOR NAME:		**	ITA Printing	Impressive		
CHECK #			6810895	530601392-0		
CHECK AMOUNT			\$500.00	\$500.00		
EST QTY	DESCRIPTION		PRICE/ EACH	PRICE/ EACH	PRICE/ EACH	PRICE/ EACH
<b>ITEM #1-- 50/50 Short Sleeve Shirts</b>						
<b>(50% Cotton &amp; 50% Polyester w/One Color Imprint on Front)</b>						
1,200	Youth - Small, Med, Large		\$ 2.63	\$ 3.35		
1,800	Adult - Small, Med, Large, X-Large		\$ 2.63	\$ 3.35		
30	Adult - XX-Large, XXX-Large		\$ 4.47	\$ 4.95		
1,600	<b>COST PER DIGIT:</b> Single		\$ 1.30	\$ 0.50		
500	Double		\$ 2.60	\$ 0.90		
QUOTING ON STYLE:			<b>G8000M</b>	G800B & G800		
MANUFACTURED BY:			<b>Gildan</b>	Gildan		
NUMBER OF COLORS AVAILABLE:			<b>35</b>	36		
<b>ESTIMATED TOTAL (ITEM#1):</b>			<b>\$ 11,404.10</b>	\$ 11,448.50		
<b>ITEM #2 -- 100% Cotton - Short Sleeve Shirts</b>						
<b>One (1) Color Imprint on Front</b>						
300	Adult - Med, Large, X-Large		\$ 2.84	\$ 3.95		
50	Adult - XX-Large		\$ 4.73	\$ 5.75		
QUOTING ON STYLE:			<b>G2000</b>	G200		
MANUFACTURED BY:			<b>Gildan</b>	Gildan		
NUMBER OF COLORS AVAILABLE:			<b>62</b>	\$ 67.00		
<b>ESTIMATED TOTAL (ITEM#2):</b>			<b>\$ 1,088.50</b>	\$ 1,472.50		
<b>ITEM #3 -- 100% Cotton - Short Sleeve Shirts (No Imprinting)</b>						
175	Adult - Small, Med, Large, X-Large		\$ 2.24	\$ 3.65		
25	Adult - XX-Large		\$ 4.13	\$ 5.30		
QUOTING ON STYLE:			<b>G2000</b>	G200		
MANUFACTURED BY:			<b>Gildan</b>	Gildan		
NUMBER OF COLORS AVAILABLE:			<b>62</b>	67		
<b>ESTIMATED TOTAL (ITEM#3):</b>			<b>\$ 495.25</b>	\$ 771.25		
<b>ITEM #4 -- 50% Cotton/50% Polyester Blend</b>						
<b>Short Sleeve Shirts w/Two Colors Front &amp; 1 Color Back</b>						
1,200	Youth - Small, Medium, Large		\$ 3.45	\$ 3.95		
800	Adult - Medium, Large, X-Large		\$ 3.45	\$ 3.95		
QUOTING ON STYLE:			<b>G8000M</b>	G800B & G800		
MANUFACTURED BY:			<b>Gildan</b>	Gildan		
NUMBER OF COLORS AVAILABLE:			<b>35</b>	36		
<b>ESTIMATED TOTAL (ITEM#4):</b>			<b>\$ 6,900.00</b>	\$ 7,900.00		

VENDOR NAME:

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EST QTY	DESCRIPTION	PRICE/ EACH	PRICE/ EACH	PRICE/ EACH	PRICE/ EACH
		<b>ITA Printing</b>	Impressive		
			Promotional		
			Products, LLC		
<b>ITEM #5 -- 100% Cotton - Two Color Imprint - Front &amp; Back Short Sleeve Shirts</b>					
1,700	Adult-Medium, Large, X-Large	\$ 3.49	\$ 4.95		
300	Adult - XX-Large	\$ 5.38	\$ 6.95		
	QUOTING ON STYLE:	<b>G2000</b>	G200		
	MANUFACTURED BY:	<b>Gildan</b>	Gildan		
	NUMBER OF COLORS AVAILABLE:	<b>62</b>	67		
	<b>ESTIMATED TOTAL (ITEM#5):</b>	<b>\$ 7,547.00</b>	\$ 10,500.00		
<b>ITEM #6 -- 50% Cotton/50% Polyester Blend Short Sleeve Shirts w/Four Color Imprint Front</b>					
200	Youth- Small, Medium, Large	\$ 3.25	\$ 3.95		
12	Adult - Medium, Large, X-Large	\$ 3.25	\$ 3.95		
	QUOTING ON STYLE:	<b>G800M</b>	G800B & G800		
	MANUFACTURED BY:	<b>Gildan</b>	Gildan		
	NUMBER OF COLORS AVAILABLE:	<b>35</b>	36		
	<b>ESTIMATED TOTAL (ITEM#6):</b>	<b>\$ 689.00</b>	\$ 837.40		
	<b>ESTIMATED GRAND TOTAL ALL ITEMS:</b>	<b>\$ 28,123.85</b>	\$ 32,929.65		
	SAMPLES INCLUDED Y or N	<b>N</b>	N		
	CONTACT INFORMATION: Hrs of Op Phone #	<b>7AM-3:30PM (724) 431-3060</b>	8AM-5:30PM (248) 589-3595		
	PAYMENT TERMS	<b>Net 30</b>	Net 20		
	GUARANTEED DELIVERY	<b>BIDDERS WILL BE NOTIFIED 2 WEEKS IN ADVANCE</b>			
	WARRANTY	<b>Full Rplc on any defective goods</b>	Manufacturer		
	EXCEPTIONS	<b>Blank</b>	Blank		
	ALL OR NONE AWARD: Y or N	<b>Y</b>	N		
	ACKNOWLEDGEMENT: Y or N	<b>Y</b>	Y		

DISQUALIFIED:

- Priority One Emergency, Inc. (Did not submit bid surety check with bid, as specified)
- World of Promotions (Did not submit bid surety check with bid, as specified)
- Active Embroidery & Silkscreen (Submitted company check not certified or cashiers check, as specified)

NO BIDS:

Positive Promotions

**\*\*BOLDFACE TYPE DENOTES LOW TOTAL BIDDER**

ATTEST:

Scott Mercer  
Cheryl A. Stewart  
Julie Hamilton

\_\_\_\_\_  
 Susan Leirstein CPPO CPPB  
 Purchasing Director