



# CITY COUNCIL AGENDA ITEM

Date: March 3, 2014

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager  
Cindy Stewart, Community Affairs Director

Subject: Standard Purchasing Resolution 3 - Option to Renew – 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.
- On April 15, 2013, Troy City Council approved a one (1) year contract to provide printing and delivery services of the *Troy Today* Quarterly Newsletter with an option to renew for two (2) additional years to the low bidder meeting specifications; Grand Blanc Printing Co., Inc. of Grand Blanc, MI. {Resolution #2013-04-083-J4c}.
- Year one of a potential three-year contract expires April 15, 2014.

## Purchasing

- The City of Troy has determined Grand Blanc Printing Co., Inc. has successfully provided printing services to the City for the past five (5) years.
- Grand Blanc Printing Co., Inc. meets all bid specifications and is doing an excellent job of providing the printing and delivery of the *Troy Today Quarterly* Newsletter.
- Note, that when this service was bid in 2013; 109 companies were notified via the MITN website. *Specific* web press equipment is required to provide this printing service as specified. Web press equipment is specified in order to print the newsletter as cost effectively as possible. Six (6) Troy printing companies were notified of the bid opportunity. Three (3) Troy companies viewed the bid; but did not respond because of the web press equipment requirement.
- The three (3) printing companies that responded to the bid opportunity were able to provide the specified printing capability and Grand Blanc Printing Co., Inc. was awarded the contract as low bidder meeting specifications.
- Grand Blanc Printing Co., Inc. provides this specific web press printing service to the entities listed below:

Cities/Townships	
Westland	Ann Arbor
Sterling Heights	Oxford
Farmington Hills	Ypsilanti Township
Northville	Shelby Township
School Districts	
L'anse Cruese	
Lake Orion	



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### **Purchasing (continued):**

- Additionally, Grand Blanc Printing Co., Inc. expressed interest in renewing the current contract for one (1) additional year as per bid specifications and under the same pricing, terms, and conditions.

### **Financial**

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

### **Recommendation**

City management and the Community Affairs Department recommend exercising the option to renew for one (1) additional year to provide printing services for the *Troy Today* Quarterly Newsletter to the current contractor, *Grand Blanc Printing Co., Inc. of Grand Blanc, MI*, at unit prices contained in the bid tabulation opened April 8, 2013, at an estimated total cost of \$39,418.80 plus the actual cost of bulk rate postage, and \$50.00 per issue to post the Flip page newsletter on the City's website, and additional charges if needed not to exceed \$3,900.