



CITY COUNCIL ACTION REPORT

January 12, 2007

TO: Phillip L. Nelson, City Manager

FROM: Brian P. Murphy, Assistant City Manager/Economic Development Services
Jeanette Bennett, Purchasing Director
Timothy L. Richnak, Public Works Director

SUBJECT: Standard Purchasing Resolution 3 – Exercise Renewal Option –
Printing/Distribution of Water & Sewer Bills

Background:

- On March 21, 2005 a one- year contract to provide Laser Printing and Distribution of the City of Troy Water and Sewer Bills was approved with an option to renew for three (3) additional one (1) year periods to the lowest bidder meeting specifications, Automated Computer Methods Inc. of McHenry, IL. (Council Resolution #2005-03-123-E-5).

DESCRIPTION	UNIT PRICE
CUSTOMER BILLING SUMMARY:	
Laser Print, Water/Sewer Bill	\$.050
Fold, Insert, Sort & Mail	\$.020
Printing - #9 Reply Envelope	\$.017
Printing - #10 Envelope	\$.0185
COST PER BILL:	\$.1055

- On February 6, 2006, City Council approved the first of three one-year renewal options of the contract. (Council Resolution #2006-02-037-E-4b).
- A market survey conducted by the Purchasing Department indicates the materials market for paper products will continue to increase in the coming year and concurs with the recommendation to exercise the option to renew for one additional year.

Financial Considerations:

- Funds are available from the Water Department operating budgets.

January 12, 2007

To: Phillip L. Nelson, City Manager

Re: Renewal Option - Printing/Distribution of Water & Sewer Bills

Legal Considerations:

- ITB-COT 04-62 for the production, printing and distribution of the City of Troy Water and Sewer bills was competitively bid in accordance with Chapter 7 of the City Code.

Policy Considerations:

- Printing and distribution of the City of Troy Water and Sewer bills, accurately within our processing time requirements, and then delivered to the post office. (Goal I & III).

Options:

- City management recommends the City exercise the option to renew for the second additional option year with Automated Computer Methods for an estimated total cost of \$11,616.00, plus the actual cost of first class postage, under the same prices, terms and conditions, to expire April 30, 2008.

January 9, 2007

TO: Susan Leirstein
Purchasing Systems Administrator

FROM: Julie Hamilton
Buyer

RE: MARKET SURVEY – PRINTING & DISTRIBUTION OF UTILITY BILLS

LASON SYSTEM, INC. – John Chisik (248) 837-7235

John has indicated that prices for the printing of Utility bills have remained stable and are the same as last year; as there has been no significant cost increases in paper.

CENTRON DATA SERVICES – Michael Andrus (800) 732-8787

Mr. Andrus commented that last year prices increased due to fuel costs and that paper prices will continue to rise this year but only marginally. On average he has had his paper prices increase four to five times annually.

LASERTEC INC. – Kim C. (586) 274-4500

Kim told me that her company's material prices have stabilized since 2006 except for envelopes that are up a little due to fluctuations in fuel cost. According to her the printing side will remain stable for this year.

RENKIM CORPORATION – Donald Pentzien (248) 766-4194

Donald does not feel there will be any dramatic increases in the coming year for paper products. The market has been pretty stable although paper prices have gone up over the past year but it has only been minimal increases. But, if fuel increases, there may be a need to increase pricing.

MATRIX IMAGING SOLUTIONS – Betty Jo Profeta (716) 504-9700

According to Betty Jo, paper is estimated to increase by 6% to 8% in 2007. Their company will have to reflect those increases in their prices.

RBF INC. – Dale (517) 323-3181

Company was sold to Shamrock. Shamrock does not do utility billing and could not provide information on subject.

Based upon the above comments, I respectfully recommend that the City accept the offer to renew the contract for the Printing & Distribution of Utility Bills with the current vendor even though the materials market is expected to stabilize all vendors still anticipate increases for this year.

CC: Jeanette Bennett
File



500 West Big Beaver
Troy, Michigan 48064
www.troymi.gov

December 12, 2006

ATTN: Ms. Tammy Moran
Automated Computer Methods, Inc.
2303 Johnsbury Road
McHenry IL 60050

Dear Ms. Moran:

On February 6, 2006, the City of Troy entered the first renewal year of Contract #20600608 OB with Automated Computer Methods to provide one-year requirements of Laser Printing/Distribution of the City of Troy Water & Sewer Bills. This contract also contained an option to renew for the second additional year at the same prices, terms, and conditions as the original contract. The price may be adjusted to reflect changes in paper costs with verifiable documentation from the mill or manufacturer.

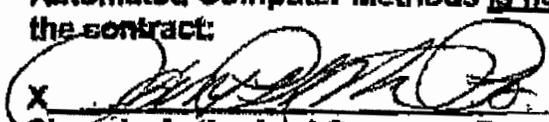
Please fax this letter back indicating if Automated Computer Methods wishes to renew this contract until April 30, 2008. Our fax number is (248) 524-3520. It should be understood that this request to renew the contract is subject to a favorable market survey and City Council approval. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City. The option cannot be exercised without Troy City Council approval and a blanket purchase order issued.

If you have any questions, please call me at (248) 524-3373.

CHECK ONE:

Automated Computer Methods is interested in renewing the contract under the same prices, terms, and conditions:

Automated Computer Methods is not interested in renewing the contract:


Signed: Authorized Company Representative

Date: 12/12/06

Thank you,
Ann M. Tyrrell
Water Department, City of Troy Michigan

- Area code (248)
- Assessing 524-3311
- Bldg. Inspections 524-3344
- Bldg. Maintenance 524-3368
- City Clerk 524-3316
- City Manager 524-3330
- Community Affairs 524-1147
- Engineering 524-3383
- Finance 524-3411
- Fire-Administration 524-3419
- Human Resources 524-3339
- Information Services 619-7279
- Law 524-3320
- Library 524-3545
- Parks & Recreation 524-3484
- Planning 524-3364
- Police-Administration 524-3443
- Public Works 524-3370
- Purchasing 524-3338
- Real Estate & Development 524-3498
- Treasurer 524-3334
- General Information 524-3300

POSTPONED ITEMS:

D-1 No Postponed Items

CONSENT AGENDA:

E-1a Approval of "E" Items NOT Removed for Discussion

Resolution #2005-03-123

Moved by Stine

Seconded by Lambert

RESOLVED, That all items as presented on the Consent Agenda are hereby **APPROVED** as presented with the exception of Item E-8 which shall be considered after Consent Agenda (E) items, as printed.

Yes: All-5

No: None

Absent: Schilling, Broomfield

E-2 Approval of City Council Minutes

Resolution #2005-03-123-E-2

RESOLVED, That the Minutes of the Regular Meeting of March 7, 2005 at 7:30 PM be **APPROVED** as submitted.

E-3 Proposed City of Troy Proclamation(s): None Proposed

E-4 Standard Purchasing Resolution 9: Approval to Expend Funds for Membership Dues and Membership Renewals Over \$10,000.00 – 2004-05 Michigan Municipal League Membership Renewal

Resolution #2005-03-123-E-4

RESOLVED, That approval is **GRANTED** to pay the 2004/05 Michigan Municipal League membership fee covering the time period of May 1, 2005 through April 30, 2006 in the amount of \$12,709.00.

E-5 Standard Purchasing Resolution 2: Bid Award - Lowest Bidder Meeting Specifications – Printing/Distribution of Water & Sewer Bills



Resolution #2005-03-123-E-5

RESOLVED, That a one (1) year contract to provide Laser Printing and Distribution of the City of Troy Water and Sewer Bills, with an option to renew for three (3) additional one (1) year

periods is hereby **AWARDED** to the lowest acceptable bidder meeting specifications, Automated Computer Methods, Inc. of McHenry, IL, for an estimated cost of \$11,616.00 per year, plus the actual cost of first class postage, at unit prices contained in the bid tabulation opened March 2, 2005, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with a contract expiration of April 30, 2006.

E-6 Acceptance of Four (4) Permanent Storm Drain/Sewer Easements for the Louis/Troy Street Rear Yard Drain Project – Section 22

Resolution #2005-03-123-E-6

RESOLVED, That the four (4) Permanent Easements from property owners Rahul Alawani and Smita Khedkar, having Sidwell #88-20-22-352-019; Shailesh A. and Manisha S. Patel, having Sidwell #88-20-22-352-020; Feng Qing and Xiu Yan, having Sidwell #88-20-22-352-021; and Amy Tang, having Sidwell #88-20-22-352-024, are hereby **ACCEPTED** for the construction, operation, maintenance and repair of storm drain/sewer; and

BE IT FURTHER RESOLVED, That the City Clerk is hereby **DIRECTED TO RECORD** said documents with the Oakland County Register of Deeds, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

E-7 Private Agreement for Northfield & Wattles Property Splits – Project No. 04.942.3

Resolution #2005-03-123-E-7

RESOLVED, That the Contract for the Installation of Municipal Improvements (Private Agreement) between the City of Troy and Michael Agnetti, is hereby **APPROVED** for the installation of sanitary sewer, water main, storm sewer and soil erosion on the site and in the adjacent right-of-way, and the Mayor and City Clerk are **AUTHORIZED TO EXECUTE** the documents, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

E-9 Standard Purchasing Resolution 2: Bid Award – Lowest Acceptable Bidders - Ammunition

Resolution #2005-03-123-E-9

RESOLVED, That one (1) year contracts to furnish requirements of ammunition with an option to renew for one (1) additional year, are hereby **AWARDED** to the lowest acceptable bidders, TJ Conevera's, Inc. of Rockford, IL and Michigan Ammo Co, Inc. of Ecorse, MI, for an estimated annual cost of \$21,125.00 and \$49,000.00 respectively, at unit prices contained in the bid tabulation opened on February 16, 2005, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

E-10 Acceptance of One (1) Permanent Water Main Easement and One (1) Temporary Construction Permit for the Troy Court Water Main Project #01.502.5 – Section 34

Resolution #2005-03-123-E-10

March 14, 2005

TO: John Szerlag, City Manager

FROM: Brian Murphy, Assistant City Manager/Services
Jeanette Bennett, Purchasing Director
Timothy L. Richnak, Public Works Director

RE: **Agenda Item** – Standard Purchasing Resolution #2 – Bid Award:
Lowest Bidder Meeting Specifications – Printing/Distribution of
Water & Sewer Bills

RECOMMENDATION

On March 2, 2005, eight (8) proposals were opened to provide production, printing, and distribution of the City of Troy Water and Sewer Bills for one (1) year, with three (3) one-year options to renew. City management recommends awarding the contract to the lowest acceptable bidder meeting specifications, Automated Computer Methods Inc. of McHenry, IL, for an estimated cost of \$11,616.00 per year, plus the actual cost of first class postage, at unit prices contained in the attached bid tabulation.

DESCRIPTION	UNIT PRICE
CUSTOMER BILLING SUMMARY:	
Laser Print, Water/Sewer Bill	\$.050
Fold, Insert, Sort & Mail	\$.020
Printing - #9 Reply Envelope	\$.017
Printing - #10 Envelope	\$.0185
COST PER BILL:	\$.1055

EXPLANATION OF BID NOT MEETING SPECIFICATIONS

After reviewing the bid proposal from Miami Systems, the apparent low bidder, and performing a reference check with cities with contracts similar to ours, it was discovered that the data processing time once the file was sent to the vendor, took up to four days or longer to process and deliver the bills to the post office. Our time-frame requirement is sixty hours. Also, there were numerous errors when the bills were completed and mailed, resulting in additional City staff hours to correct the problems.

SUMMARY

Automated Computer Methods, Inc. has the ability to generate bills monthly, meet our processing time requirements, and deliver them to the post office in a timely manner. The file will be sent electronically either via e-mail or an ftp site provided by the vendor. The work will be done in-house, with sub-contractors providing

March 14, 2005

To: John Szerlag, City Manager
Re: Bid Award – Printing/Distribution of Water & Sewer Bills

SUMMARY - Continued

the forms and envelopes. They have handled numerous mailing and printing projects for Government Agencies, as well as the private sector, and have been in business for over 21 years. Automated Computer Methods, Inc. will also attach the bar codes, or OCR lines that are necessary as well as being CASS Certified (Coding Accuracy Support System certification by the US Postal Service in cooperation with the mailing industry), and will include any inserts that will be mailed with the monthly bills. They have a proven track record to meet deadlines, and will work with us regarding any issues that arise.

BUDGET

Funds are available from the Water Department operating budgets.

118 Vendors Notified via the MITN System

8 Bid Responses Rec'd

1 Bid did not meet specifications

1 No Bid: Company couldn't get estimate quick enough.

Prepared by: Ann Tyrrell, Office Coordinator

RESOLVED, That those Council members interested are **AUTHORIZED** to attend the National League of Cities (NLC) 14th Annual Leadership Summit on September 21 - 23, 2006 in Colorado Springs, CO in accordance with accounting procedures of the City of Troy.

b) **Standard Purchasing Resolution 3: Exercise Renewal Option – Printing / Distribution of Water and Sewer Bills**

Resolution #2006-02-037-E-4b

WHEREAS, On March 21, 2005, a one-year contract with the option to renew for three additional one-year periods for the printing/distribution of water and sewer bills was awarded to the lowest bidder meeting specifications, Automated Computer Methods, Inc. of McHenry, IL (Resolution #2005-03-123-E-5);

WHEREAS, Automated Computer Methods, Inc. has agreed to exercise the option to renew the first of three additional one-year periods under the same prices, terms, and conditions.

NOW, THEREFORE, BE IT RESOLVED, That the option to renew the contract for one additional year is hereby **EXERCISED** with Automated Computer Methods, Inc. to provide laser printing/distribution of water and sewer bills for an estimated total cost of \$11,616.00 per year, plus the actual cost of first class postage, under the same contract prices, terms, and conditions as the original contract, to expire April 30, 2007.

d) **Standard Purchasing Resolution 3: Exercise Renewal Option – Landscape Maintenance Services**

Resolution #2006-02-037-E-4d

WHEREAS, On July 21, 2003, a three-year contract with an option to renew for one (1) additional one-year period to provide landscape services for the cemeteries, non-irrigated street medians, museum, fire stations, and I-75 cloverleaves was awarded to the lowest acceptable bidder meeting specifications, Parks Landscaping of Troy, MI (Resolution #2003-07-376), and

WHEREAS, Parks Landscaping has agreed to exercise the one-year option to renew under the same prices, terms, and conditions as the original contract.

NOW, THEREFORE, BE IT RESOLVED, That the option to renew the contract is hereby **EXERCISED** with Parks Landscaping to provide landscape maintenance services on municipal grounds for an estimated total cost of \$142,465.00, at unit prices contained on the tabulation opened March 28, 2003, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

E-5 Acceptance of Permanent Storm Water Detention Easement, Permanent Sanitary Sewer Easement, Permanent Water Main Easement, Permanent Non-Accessible Greenbelt Easement, and Permanent Emergency Vehicle Access Easement from Carlton Villas Condominium – Sidwell #88-20-03-451-033, 034, 035, 036, 051, 052

January 24, 2006

TO: John Szerlag, City Manager

FROM: Brian P. Murphy, Assistant City Manager/Services
Jeanette Bennett, Purchasing Director
Timothy L. Richnak, Public Works Director

RE: **Agenda Item** – Standard Purchasing Resolution 3 – Exercise
Renewal Option – Printing/Distribution of Water & Sewer Bills

RECOMMENDATION

On March 21, 2005, City Council approved a one-year contract to provide production, printing, and distribution of the City of Troy Water and Sewer bills with an option to renew for three additional one-year periods to the lowest acceptable bidder meeting specifications, Automated Computer Methods Inc. of McHenry, IL. (Council Resolution #2005-03-123-E-5). Staff recommends the City exercise the option to renew the first of three additional one-year periods at an estimated total cost of \$11,616.00 per year, plus the actual cost of first class postage, under the same prices, terms, and conditions, to expire April 30, 2007.

DESCRIPTION	UNIT PRICE
CUSTOMER BILLING SUMMARY:	
Laser Print, Water/Sewer Bill	\$.050
Fold, Insert, Sort & Mail	\$.020
Printing - #9 Reply Envelope	\$.017
Printing - #10 Envelope	\$.0185
COST PER BILL:	\$.1055

MARKET SURVEY

A market survey conducted by the Purchasing Department indicates paper mill prices are expected to increase about 2% in the near future and concurs with the recommendation to exercise the option to renew for one additional year.

One hundred eighteen (118) vendors were notified via the MITN system. Seven (7) bids received met specifications; one company responded with a statement of no bid because the company couldn't compile their figures in time.

BUDGET

Funds are available from the Water Department operating budgets.

Opening Date - 3/2/05
 Date Prepared - 3/14/05

CITY OF TROY
 BID TABULATION
 PRINTING OF UTILITY BILLS

ITB-COT 04-62
 Page 1 of 2

VENDOR NAME:

* ACM, INC		LASON	CENTRON DATA	LASERTEC INC
AUTOMATED		SYSTEMS INC	SERVICES INC	
COMPUTER METHODS INC				
#14090	#632022251	#507137872	#649255192	
\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	

CHECK #:

CHECK AMOUNT:

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE-YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION OF THE CITY OF TROY'S WATER AND SEWER BILLS, WITH AN OPTION TO RENEW FOR THREE(3) ADDITIONAL ONE-YEAR PERIODS.

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	One Time, Account Set-Up	\$ 200.00	\$ 125.0000	\$ 300.0000	\$ -
109,400	Laser Print Water / Sewer Bills	\$50.00/M	\$ 0.0393	\$ 0.0390	\$ 0.0800
109,400	Fold, Insert, Sort and Mail	\$20.00/M	\$ 0.0300	\$ 0.0640	Included
102,000	Printing on #9 Envelopes	\$17.00/M	\$ 0.0185	\$ 0.0040	\$ 0.0200
109,400	Printing on #10 Envelopes	\$18.50/M	\$ 0.0210	\$ 0.0050	\$ 0.0190
	ESTIMATED TOTAL COST:	* \$ 11,615.90	11,890.82	12,523.20	\$ 12,870.60
	PROCESSING TIME: 60 Hours				
	Can Meet	XX	XX	XX	XX
	Cannot Meet				
	SERVICE FACILITY:				
	Location	McHenry, IL	Livonia, MI	Norton Shores	Sterling Heights
	24-Hour Phone Number	(815)861-1957	(734)632-1600	(800)732-8787	(586)274-4500
	Hours of Operation	8:30-5pm	24/7	24/5	24
	TERMS:	Net 30 Days	30 Days Net	Net 30	30 Days
	DELIVERY / COMPLETION:	60 Hours After Receipt of Electronic File			
	EXCEPTIONS:	Blank	Blank	None	Postage must be prepaid. There is no relevant MSDS Letter of Understanding attached to bid
	ACKNOWLEDGEMENT: Completed Y or N	Yes	Yes	Yes	Yes
	VENDOR QUESTIONNAIRE:				
	Attached	XX	XX	XX	XX
	Not Attached				
	COST BREAKDOWN - SUPPLY INVENTORY	All Pricing			
	Attached	Listed on page	XX	XX	XX
	Not Attached	one of Bid			

NO BIDS:
 Moore Wallace

* DENOTES LOWEST ACCEPTABLE BIDDER

ATTEST:
 Ann Tyrrell
 MaryAnn Hays
 Linda Bockstanz

 Jeanette Bennett
 Purchasing Director

VENDOR NAME:

RENKIM	MATRIX	RBF
CORPORATION	IMAGING	INC
SOLUTIONS		
#654963892	#31313	#620709692
\$ 2,100	\$ 2,100	\$ 2,100

CHECK #:

CHECK AMOUNT:

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE-YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION OF THE CITY OF TROY'S WATER AND SEWER BILLS, WITH AN OPTION TO RENEW FOR THREE(3) ADDITIONAL ONE-YEAR PERIODS.

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	One Time, Account Set-Up	\$ 825.00	\$ 250.00	N/A
109,400	Laser Print Water / Sewer Bills	0.0486	\$ 0.0550	\$ 0.0680
109,400	Fold, Insert, Sort and Mail	0.03037	\$ 0.0550	\$ 0.0510
102,000	Printing on #9 Envelopes	0.01625	\$ 0.0230	\$ 0.0200
109,400	Printing on #10 Envelopes	0.01725	\$ 0.0170	\$ 0.0210
ESTIMATED TOTAL COST:		\$ 13,008.97	16,489.80	17,356.00
PROCESSING TIME: 60 Hours				
Can Meet		XX	XX	XX
Cannot Meet				
SERVICE FACILITY:				
Location		Southgate, MI	Sanborn, NY	Lansing, MI
24-Hour Phone Number		(734)374-8300	(716)504-9700	(269)327-3871
Hours of Operation		7am-11pm	24Hrs M-F	7:30-11pm
TERMS:		Blank	Net 30 Days	Net 30
DELIVERY / COMPLETION:		60 Hours After Receipt of Electronic File		
EXCEPTIONS:		Blank	Blank	Blank
ACKNOWLEDGEMENT: Completed Y or N		Yes	Yes	Yes
VENDOR QUESTIONNAIRE:				
Attached		XX	XX	XX
Not Attached				
COST BREAKDOWN - SUPPLY INVENTORY				
Attached		XX	XX	XX
Not Attached				

DMS:

Miami Systems - \$11,095.80

Reason: Difficulty meeting 60 hour processing time



Downloading History for ITB-COT 04-62 UtilityBil

The report below shows all fax and e-mail vendors that matched this document when it was originally issued. It also shows all vendors that have downloaded or ordered the document and any subsequent amendments as of 3/14/2005.

Document Title:	Laser Printing & Distribution of Water & Sewer Bills
Date Issued:	2/8/2005
Close Date:	3/2/2005

Click on the table headings for "Account Number" or "Company name" to re-sort this report by that column. You may also click on any vendor account number to view their account information.

Acct #	Company Name	Service	Date Obtained Document	Date Obtained Amendments
10991	360 Services International	E-mail	2/8/2005	
11680	A-1 Business Products	E-mail		
20263	AB Data, Ltd.	Free	2/10/2005	
15288	Accelerated Press, Inc.	Free	2/9/2005	
13053	Accuform Printing & Graphics, Inc.	Free	3/1/2005	
10693	ACE Computer Essentials, Inc.	E-mail		
16603	Ad-Tech Agency Inc.	E-mail		
12742	Addison Graphic Solutions, Inc.	E-mail	2/8/2005	
13431	Advantage Communications Group	E-mail		
10325	Aielli Construction Company, Inc.	Free	2/14/2005	
19786	America's Finest Printing & Graphics	E-mail	2/9/2005	
11147	American Mailers	E-mail		
19476	Ann Arbor Printing & Mailing Service	E-mail	2/8/2005	
15460	Arbor Press	E-mail		
16873	AUTOMATED COMPUTER METHODS INC	E-mail	3/7/2005	
10717	Blue Pencil Creative Group, Ltd.	E-mail		
15019	Brodie Corporation	E-mail		
10682	C & R Maintenance d/b/a Rizzo Services	E-mail	2/8/2005	
16815	C.A.P. Printing L.L.C.	Free	2/14/2005	
13422	Centron Data Services, Inc.	E-mail	2/18/2005	
19258				

	Color Q LLC	E-mail	2/8/2005	
16318	Comda International Calendar Co.	E-mail		
16718	Commercial Blueprint, Inc.	E-mail		
13813	Commercial Communications, Inc	E-mail		
17878	Compton Printing	E-mail		
10469	COUGAR PRINTING & GRAPHICS, INC.	E-mail		
10276	CPM Services Group, Inc	E-mail		
16712	Data Direction Inc.	Free	2/23/2005	
10868	Dearborn Lithograph, Inc.	E-mail		
11544	Dearborn Offset Printing, Inc.	E-mail		
13468	DESIGN GROUP	Free	2/21/2005	
19864	DIVERSIFIED UTILITY SERVICES	Free	2/19/2005	
19136	Dodaj Enterprises	E-mail		
16733	E.J. Steve	E-mail		
15621	ECON MARKETING SERVICES INC	E-mail	2/8/2005	
20474	Econobuild	E-mail	3/2/2005	
10981	Ed Luberda	E-mail		
17995	Empire Printing	E-mail		
10318	Entire Reproductions and Imaging Solutions	E-mail		
15795	Epoch Technologies, Inc	Free	2/18/2005	
12661	Executive Printing Services	Free	2/18/2005	
19341	FIRST IMPRESSION PRINTING	E-mail		
14027	Five Star Graphics Inc dba Graphic Image	E-mail		
12125	Flamingo Kid Signs, Inc.	E-mail	2/26/2005	
11444	Fudge Business Forms, Inc.	E-mail	2/8/2005	
15657	Grand River Printing & Imaging	E-mail		
12922	Graphic Enterprises, Inc.	E-mail	2/8/2005	
19815	Graphics East, Inc.	Fax		
19666	Greatland Corporation	E-mail		
17036	greko print & imaging inc.	Fax		
17858	Herald Publishing Company, Inc.	E-mail		
11766	HES STALLINGS-JULIEN SALES & SERVICE	E-mail	3/1/2005	
19788	Identification Resources, Inc.	E-mail		
16060	Imperial Graphics & Design	E-mail		
11388	Inco Graphics	E-mail	2/8/2005	
15511	Inland Press	E-mail		
19591	Innovated Capital Solutions	E-mail		
18146	J & M Reproduction Corporation	E-mail		
18476	John Henry Company	E-mail		
11116	Johnston Lithograph	Fax		
20189	Kanne & Associates	Free	2/9/2005	

13781	Kimcraft Printers, Inc	E-mail		
11891	Kinko's	E-mail		
12808	Lasertec	E-mail	2/24/2005	
10734	Lason Inc.	E-mail	2/11/2005	
17321	Lighthouse Graphic Services	E-mail		
19604	M-Press, Inc.	Free	2/16/2005	
14525	Maro Enterprises LLC	E-mail		
19927	Mass Mailing	Free	2/10/2005	
17065	Master Business Forms Company	Fax		
17245	Matrix Imaging Solutions	E-mail	2/8/2005	
18734	Matrix Printing Systems, Inc.	E-mail		
17763	Mays Printing Company Inc.	E-mail		
11598	Media Connection Advertising Inc	E-mail		
12333	Messenger Printing Service	E-mail		
12030	Miami Systems Corporation	Free	2/10/2005	
18678	Miller Corp LLC	E-mail		
17889	MK & Company	E-mail		
15976	Moore Wallace Inc	E-mail	2/28/2005	
13485	Morning Star Publishing Company	E-mail		
16101	Mort Crim Communications, Inc.	E-mail		
19622	MSX International	E-mail		
15485	Nu-Tech Graphics & Systems Inc.	Fax	2/17/2005	
18380	OccuMed3	E-mail		
18547	Office Furniture Services	E-mail		
10412	Orion Business Services - dba PrintPro Systems	E-mail		
14166	P&S INC	E-mail		
12480	Paper Express Inc.	Free	2/10/2005	
10331	PC Photo Imaging	E-mail		
14369	Perfect Promotion Inc.	E-mail		
12743	PK Specialties	E-mail		
13644	Presort Services, Inc.	Free	2/22/2005	
19600	Print-Tech Inc.	E-mail	2/8/2005	
10596	Printwell, Inc.	E-mail		
12047	R.b. Printing Service	Fax		
20273	RBF Inc.	E-mail	2/15/2005	
10129	Robot Printing and Communications	E-mail		
10038	Rotary Multiforms, Inc	E-mail	2/22/2005	
16041	S & N Aziza Inc dba Eastern Graphics & Printing	Fax		
12933	Select Graphics Corporation	E-mail	2/8/2005	
11448	Signature Press, Inc.	E-mail		
11956	Sir Speedy Printing	E-mail		

12886	Sky Promotions/Benquin Business	E-mail		
16450	SourceMaster	E-mail		
16388	Standard Office Solutions, INC	E-mail		
13123	Stephens Nu-Ad	E-mail		
18307	Stoffel Seals Corporation	E-mail		
16967	Target Information Management	E-mail		
18415	Technology Integration Group	Free	2/18/2005	
18035	The EGT Group, Inc.	E-mail		
16663	The Job Shop Ink Inc.	E-mail		
17735	The Quintek Group	E-mail		
12437	The Reliance Group	E-mail		
12760	Utley Brothers, Inc.	E-mail		
15948	West Metro Printing Co.	E-mail		
11610	Westside Reprographics	E-mail		
15986	WHITLOCK BUSINESS SYSTEMS	E-mail		
16881	Zip Printing	E-mail		

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