



## CITY COUNCIL AGENDA ITEM

May 4, 2016

TO: Brian Kischnick, City Manager

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

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:

<b>Companies notified via MITN</b>	95
Troy Companies notified via MITN	7
Troy Companies notified - Active email Notification	7
Troy Companies notified - Active non-paying	0
<b>Companies that viewed the bid</b>	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**

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

**ADDITIONAL CHARGES:**

Cost per additional proofs if needed	<b>Cost Per Proof</b>	<b>Cost Per Proof</b>
	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:**

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

**Check #**

**Check Amount**

**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

**Paper manufactured by:**

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

**Paper manufactured by:**

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

Cost Per Issue	Cost Per Issue
\$ 300.00	\$4.00/page

**ADDITIONAL CHARGES:**

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

CITY OF TROY  
 BID TABULATION  
 PRINTING TROY TODAY NEWSLETTER

<b>VENDOR NAME:</b>	Printwell, Inc. Taylor, MI	EP Graphics Berne, IN
<b>COMPLETION SCHEDULE</b>		
Can meet Y or N	Y	Y
<b>CONTACT INFORMATION</b>		
Contact Person	Shawn Borg	Lori Bantz
Hours of Operation	24 hours	8am - 5pm
Phone No.	734 247 8030	260 729 2245
<b>ACKNOWLEDGEMENT:</b>	Y	Y
<b>PAYMENT TERMS:</b>	Net 30	Net 30
<b>EXCEPTIONS:</b>	None	None
<b>QUESTIONNAIRE: Y/N</b>	Y	Y
<b>REFERENCES: Y/N</b>	Y	Y

CITY OF TROY  
 BID TABULATION  
 PRINTING TROY TODAY NEWSLETTER

VENDOR NAME:

	AinsTech, Inc.	
	Troy, MI	
Check #	#988996	
Check Amount	\$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**

	<b>Cost Per Issue</b>	<b>Cost Per Issue</b>
Flip Page Newsletter for posting on City's Website	\$ 117.00	

**ADDITIONAL CHARGES:**

	<b>Cost Per Proof</b>	<b>Cost Per Proof</b>
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	