



CITY COUNCIL ACTION REPORT

April 9, 2013

TO: Brian Kischnick, City Manager

FROM: Mark F. Miller, Director of Economic & Community Development
 Susan A. Leirstein, Purchasing Director
 MaryBeth Murz, Purchasing Manager
 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. The existing contract competitively bid originally, May 24, 2010 is expiring.

Purchasing

On April 8, 2013, 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. One hundred nine (109) vendors were notified of the bid opportunity on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info. The bid was also sent to the Troy Chamber of Commerce. Three (3) responsive bids were received. One (1) bidder was disqualified for not submitting a bid surety check as specified. Below is a detailed vendor summary:

Companies notified via MITN	109
Troy Companies notified via MITN	8
Troy Companies notified - Active email Notification	6
Troy Companies notified - Active non-paying	2
Companies that viewed the bid	36
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.

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 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.



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Financial Considerations

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 to the low bidder meeting specifications, Grand Blanc Printing Co., Inc., of Grand Blanc, MI for 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 \$3,900.00 at prices as contained in the attached bid tabulation to expire April 30, 2014, in accordance with contract requirements.

VENDOR NAME:	Grand Blanc Printing	A Litho.Grand River Printing & Imaging
	Grand Blanc, MI	Belleville, MI
Check #	Current Vendor/Check on file	#21390321
Check Amt		\$2,000.00

BID PROPOSAL A:		4 times/year		
Printing & Delivery Troy Today Quarterly Newsletter	Cost/Issue	Total Annual Cost	Cost/Issue	Total Annual Cost
Cover: 60# Gloss Text #3				
Inside: 35# Alternative Offset/80 bright 35,000 copies per printing of Troy Today, 4 times/year (140,000) copies/year) as specified.				
Base Bid: 35# Gloss Text				
72 total pages: (64 pages + 8 pages)	\$9,854.70	\$39,418.80	\$18,189.99	\$72,759.96
Paper Manufactured by:				
Cover:	Sonoma Gloss		Xpedx Influence	
Inside:	Norbrite Plus		Resolute	
Additional Charges:				
Cost per addition or subtraction of a 4-page spread.				
\$ + per 4/page spread:	\$727.00		\$917.77	
\$ - per 4/page spread:	\$271.45			
Changes once the proof is produced:				
\$/hour:	\$50.00		\$80.00	
BID PROPOSAL B:				
Flip page Newsletter for Posting on City's website:	Cost/Issue		Cost/Issue	
	\$50.00		\$250.00	
COMPLETION SCHEDULE:				
Can Meet	Yes		Yes	
Cannot Meet				
CONTACT INFORMATION:				
Hrs of Operation	M - F 9:00 am - 5:00 pm		24 hrs./7 days/week	
Phone	(810) 694-1155		(734) 394-1400	
ACKNOWLEDGEMENT: Y/N	Yes		Yes	
PAYMENT TERMS:	Net 30		Net 30	
EXCEPTIONS:	None		None	
QUESTIONNAIRE: Y/N	Yes		Yes	
REFERENCES: Y/N	Yes		Yes	

BOLDFACE TYPE DENOTES LOWEST BIDDER MEETING SPECIFICATIONS

PROPOSAL - 1 Year Requirement Printing of Troy Quarterly Newsletter with the Option to Renew for Two Additional Years

DMS:

Vendor: *Stafford Media Solutions*

Reason: *No Bid Surety Check as specified*

ATTEST:

Susan Riesterer

Cynthia Stewart

 MaryBeth Murz,
 Purchasing Manager

VENDOR NAME:	Accuform Printing & Graphics, Inc.		
	Detroit, MI		
Check #	#9081405581		
Check Amt	\$2,000.00		

BID PROPOSAL A:		4 times/year		
Printing & Delivery Troy Today Quarterly Newsletter	Cost/Issue	Total Annual Cost	Cost/Issue	Total Annual Cost
Cover: 60# Gloss Text #3				
Inside: 35# Alternative Offset/80 bright 35,000 copies per printing of Troy Today, 4 times/year (140,000) copies/year) as specified.				
Base Bid: 35# Gloss Text				
72 total pages: (64 pages + 8 pages)	\$20,970.00	\$83,880.00		
Paper Manufactured by:				
Cover:	Unisource			
Inside:	Unisource			
Additional Charges:				
Cost per addition or subtraction of a 4-page spread.				
\$ + per 4/page spread:	\$1,150.00			
\$ - per 4/page spread:				
Changes once the proof is produced:				
\$/hour:	\$50.00			
BID PROPOSAL B:				
Flip page Newsletter for Posting on City's website:	Cost/Issue			
	\$0.00			
COMPLETION SCHEDULE:				
Can Meet		Yes		
Cannot Meet				
CONTACT INFORMATION:				
Hrs of Operation		M - S 6:00 am - 11:00 pm		
Phone		(313) 271- 5600		
ACKNOWLEDGEMENT: Y/N		Yes		
PAYMENT TERMS:		Net 30		
EXCEPTIONS:		None		
QUESTIONNAIRE: Y/N		Yes		
REFERENCES: Y/N		Yes		

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