CITY COUNCIL ACTION REPORT

March 4, 2009

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration
Susan A. Leirstein, Purchasing Director
Cindy Stewart, Community Affairs Director

RE: Standard Purchasing Resolution 3: Exercise Renewal Option – Quarterly Newsletter – Troy Today

Background

- On April 16, 2007, a contract to provide one-year requirements of printing services for the Troy Today, the City's quarterly newsletter, was approved with two one-year renewal options to Grand River Printing and Imaging of Belleville, MI, the vendor with the highest weighted final score as a result of a best value process. (Resolution #2007-04-122-E4a).

- The first one-year option to renew was exercised and approved by Troy City Council on February 18, 2008, under the same pricing structure, terms, and conditions as the original contract, which included a price adjustment in 2008 due to increases in paper costs. (Resolution #2008-02-058-F4a).

- For at least thirteen (13) years, Grand River Printing and Imaging has done an excellent job of handling the printing services for the Troy Today. They have made recommendations related to paper weight to help us reduce the cost of printing, as well as mailing. The Troy Today is now printed on a 40 pound paper, which has decreased mailing costs by approximately $4,800.00 per year.

- Due to the best value process used in evaluating the request for proposal, a market survey was not done. The City utilizes an evaluation process in which bidders are required to meet minimum specified requirements, along with a weighted score for samples of their work from similar projects.

- This is the final one-year renewal option of this contract and staff will solicit proposals for next year.

March 4, 2009

To: Phillip L. Nelson, City Manager
Re Exercise Renewal Option – Troy Today

Financial Considerations

- Funds are available from the printing budgets of the Community Affairs Department, Parks and Recreation and the Library operating budgets.
- This contract renewal will be based on a reduced quantity of 34,000, instead of the current 40,000. In order to save on printing as well as mailing costs for this contract renewal, City management has decided not to mail to Troy businesses.
- Beginning with the Spring/Summer 2010 issue, the City will print three issues per year instead of four, as another cost savings measure. Eventually, as our residents become more acclimated about utilizing our publication on the City website, we will be able to print smaller quantities and transition to providing the newsletter only on the website.

Legal Considerations

- RFQ/RFP 07-07, the Printing of Troy Today was competitively bid as required by City Charter and Code.

Policy Considerations

- The Troy Today, currently a quarterly newsletter, is an all-encompassing informational and promotional piece used as one of the City's major public relations/ marketing tools. It has been mailed four times a year to approximately 37,000 households and businesses and used as one of the main pieces in our new resident/business welcome packets. It is a lynchpin in the City's community strategy. (Outcome Statement III).
- The Troy Today contains City news and information as well as all the programs, special events and classes at the Library, Museum, Nature Center and Community Center. (Outcome Statement III).

Options

- City management recommends the Troy City Council exercise the second option to renew for one additional year for the printing of the 2009/2010 Troy Today for an estimated total cost of $75,000.00, under the same pricing structure, terms and conditions, plus the actual cost of bulk rate postage, to expire April 30, 2010, in accordance with contract requirements.

G:\Bid Award 08/09 New Format/Award Standard Purchasing Resolution 3 – Troy Today 03.09.doc

GRAND RIVER
PRINTING & IMAGING

8455 HAGGERTY ROAD
VAN BUREN TWP, MI 48111
TEL 734 394-1400
TEL 800 334-6857
FAX 734 397-0310
www.grpinc.com

Intelligent print communications solutions

Cynthia Stewart
Community Affairs
City of Troy
500 West Big Beaver Road
Troy, MI 48084

December 8, 2008

Dear Cindy,

Grand River Printing is very pleased to extend our printing contract with the City of Troy for *Troy Today* for another year beginning March 31, 2009 at the same manufacturing price, terms and conditions as our bid submission RFP - COT 07-07 and Purchase Order No. 20700740 000 0B

It is always a pleasure working with you and your staff in the production of *Troy Today*. The GRP staff and I, greatly value the relationship we have developed over the years and look forward to working with you again.

Please feel free to contact me if you have any questions or need further information.

Best regards,

Sheila Leburg
Account Representative

F-2 Approval of City Council Minutes

Resolution #2008-02-058-F-2

RESOLVED, That the Minutes of the 7:30 PM Regular City Council Meeting of February 4, 2008 and the Regular City Council Meeting of February 13, 2008 be **APPROVED** as submitted.

F-3 City of Troy Proclamation:

Resolution #2008-02-058-F-3

RESOLVED, That Troy City Council hereby **APPROVES** the following City of Troy Proclamation:

a) Senior Home Assistance Repair Program (SHARP) – First Anniversary 2008

F-4 Standard Purchasing Resolutions

a) Standard Purchasing Resolution 3: Exercise Renewal Option – Printing of City of Troy Newsletter – Troy Today

Resolution #2008-02-058-F-4a

WHEREAS, On April 16, 2007, a contract to provide printing of the Troy Today quarterly newsletter with two one (1)-year options to renew was awarded to Grand River Printing and Imaging of Belleville, MI, the vendor with the highest weighted final score, as a result of a best value process (Resolution #2007-04-122-E-4a); and

WHEREAS, Grand River Printing and Imaging has agreed to exercise the first option to renew for the 2008-09 Troy Today under the same terms and conditions with a price increase of $1,100.00 per quarterly issue to recover costs due to fluctuations in paper;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **EXERCISES** the first option to renew for the 2008-09 printing of the Troy Today quarterly newsletter with Grand River Printing and Imaging to provide printing and distribution of the 2008-2009 Troy Today for an estimated total cost of $80,342.80, plus $1,100.00 per quarterly issue for paper cost increases, as well as the actual cost of bulk rate postage and additional charges as needed not to exceed 10% of the original contract amount or $8,034.28, with all other contract requirements the same to expire March 31, 2009.

b) Standard Purchasing Resolution 11: Rejection of Bids – Police Carports

Resolution #2008-02-058-F-4b

RESOLVED, That Troy City Council hereby **REJECTS** all bid proposals for ITB-COT 07-35, to provide for the installation of carports at the City of Troy Police parking area opened January 22, 2008, and hereby **AUTHORIZES** the project to be immediately re-bid.

CITY COUNCIL ACTION REPORT

February 4, 2008

TO: Phillip L. Nelson, City Manager

FROM: Susan A. Leirstein, Purchasing Director
Cindy Stewart, Community Affairs Director

SUBJECT: Standard Purchasing Resolution 3 – Exercise Renewal Option – Printing of City of Troy Newsletter – Troy Today

Background

- On April 16, 2007, a contract to provide printing of the Troy Today, Quarterly Newsletter was approved with two one (1) year renewal options to Grand River Printing and Imaging of Belleville, MI, the vendor with the highest weighted final score as a result of a best value process. (Council Resolution #2007-04-122-E4a).

- A letter is attached from Grand River Printing indicating their agreement to renew the contract for printing the Troy Today (4 issues per year) under the same terms and conditions as the original contract.

- Grand River Printing is seeking a price increase of $1,100 per issue, which is allowed under the contract to recover costs due to fluctuations in paper (See attached letters from their paper suppliers).

- Due to the best value process used in evaluating the request for proposal, a market survey was not done; since the City utilizes an evaluation process in which bidders are required to meet minimum specified requirements, along with a weighted score for samples of their work from similar projects.

Financial Considerations

- Funds are available from the Community Affairs Department, Parks and Recreation and the Library operating budgets, account #748.7901, #752.7901 and #790.7901 respectively.

Legal Considerations

- RFP-COT 07-07, the printing of the Troy Today was competitively bid and opened with three bidders responding.

February 4, 2008

To: Phillip L. Nelson, City Manager
Re: Exercise Renewal Option – 2008-09 Troy Today Quarterly Newsletter

Policy Considerations

- The Troy Today, quarterly newsletter, is an all-encompassing informational and promotional piece used as one of the City's major public relations/marketing tools. It is mailed four times a year to approximately 37,000 households and businesses and used as one of the main pieces in our new resident/business welcome packets. (Goals II, III & IV).
- The Troy Today contains City news and information as well as all the programs, special events and classes at the Library, Museum, Nature Center and Community Center. (Goal IV).

Option

- City management recommends Troy City Council exercise the option to renew for the 2008-09 Troy Today at an estimated total cost of $80,342.80 plus $1,100.00 per issue for paper cost increases, as well as the actual cost of bulk rate postage and additional charges as needed not to exceed 10% of the original contract amount or $8,034.28, with all other contract requirements the same to expire March 31, 2009.

G:/Bid Award 08-09 New Format/Award Standard Purchasing Resolution 3 – TroyToday 01.08.doc

GRAND RIVER
PRINTING & IMAGING
8455 Haggerty Road
Belleville, MI 48111
734-394-1400
734-397-0310 FAX
www.grpinc.com

Cynthia Stewart
Community Affairs
City of Troy
500 West Big Beaver Road
Troy, MI 48084

January 16, 2008

Dear Cindy,

Grand River Printing is very pleased to extend our printing contract with the City of Troy for *Troy Today* for another year beginning March 31, 2008 at the same manufacturing price, terms and conditions as our bid submission RFP - COT 07-07 and Purchase Order No. 2060836 000 0B.

There have been a number of paper price increases over the duration of the present contract year which is documented in the four letters from our paper suppliers that are attached. The amount for increases which have already taken place translate into an additional $1100 per issue. We can add this as an additional line item on your invoices. Please note the increase will not go into effect until the completion of the current contract period.

It is always a pleasure working with you and your staff in the production of *Troy Today*. The GRP staff and I, greatly value the relationship we have developed over the years and look forward to working with you again.

Please feel free to contact me if you have any questions or need further information.

Regards,

Sheila Leburg
Account Representative

NewPage

8540 Gander Creek Drive
Miamisburg, OH 45342
www.newpagecorp.com

August 22, 2007

Dear Valued Customer:

The following price increase will apply to **all orders having confirmed delivery dates** October 10, 2007, or later.

• Focus® Plus 60 lb and below web text	$4.00 cwt	($4.25 CAD)
• Vision® Plus 60 lb and below web text	$4.00 cwt	($4.25 CAD)
• Escanaba® Plus 60 lb and below web text	$4.00 cwt	($4.25 CAD)
• Dependoweb® Plus 60 lb and below web text	$4.00 cwt	($4.25 CAD)

- Includes all finishes, and any related private label grades

NewPage is taking these actions in view of changes in market conditions and manufacturing costs. We appreciate your continued support of NewPage. If you have any questions, please feel free to contact your NewPage sales representative.

Sincerely,

James C. Tyrone
SVP, Sales & Marketing
NewPage Corporation

BOWATER
BOWATER AMERICA INC.

Suite 320
701 Warrenville Road
Lisle, IL 60532-4375
Tel: 800/843-0375
Fax: 630/960-9871
www.bowater.com

August 24, 2007

Dear Valued Customer:

Effective with shipments on 10/1/2007 Bowater will increase the price of its coated papers as follows:

- BowMax 84, BowBrite 80, BowBrite 76, and BowGloss in all basis weights and finishes will increase by $3.00/cwt.
- BowGloss Rotogravure and BowBrite 76 Rotogravure in all basis weights will increase by $4.00/cwt.

Please contact your Bowater Sales Representative if you have questions regarding this increase.

Thank you for your continued support of Bowater. We appreciate your business.

Sincerely,

Don Wallace

Don Wallace
Vice President - Sales, Commercial and Retail Printing
Bowater America Inc.
866-478-9423 - office
847-840-1505 – Cell

DW/ech

BOWATER
BOWATER AMERICA INC.

Suite 320
701 Warrenville Road
Lisle, IL 60532-4375
Tel: 800/843-0375
Fax: 630/960-9871
www.bowater.com

October 23, 2007

Dear Valued Customer:

Effective immediately with new orders, and all orders shipping on or after December 1, 2007, Bowater will increase the price of its coated and SC products by $3.00/cwt. in all basis weights. Grades impacted by this increase are as follows:

- BowGloss - all basis weights and finishes including rotogravure.
- BowEcoGloss - all basis weights and finishes including rotogravure.
- BowBrite 76, BowBrite 80 - all basis weights and finishes including rotogravure.
- BowMax 84 - all basis weights and finishes.
- BowSCA, BowSCB+, BowSNC - all basis weights.

Please contact your Bowater Sales Representative with any questions you may have regarding this increase.

Thank you for your continued support of Bowater products. Your business is greatly appreciated.

Sincerely,

Don Wallace

Don Wallace
Vice President - Sales, Commercial and Retail Printing
Bowater America Inc.
866-478-9423 - office
847-840-1505 – Cell

DW/ech

VERSO™

Verso Paper
6775 Lenox Center Court
Suite 100
Memphis, TN 38115

Michael A. Weinhold
Senior Vice President
Sales and Marketing

T 901 369 4238
F 901 369 4228

www.versopaper.com

November 5, 2007

Dear Customer:

Effective with orders entered immediately and all orders shipping on or after January 1, 2008, Verso Paper is increasing the transaction price of all coated mechanical and supercalendered products by $3.00/cwt ($60.00/US short ton).

This increase applies to all coated mechanical and supercalendered grades including, but not limited to, the following brands:

Liberty	-	All grades, basis weights and finishes
Liberty G	-	All grades, basis weights and finishes
Advocate Offset	-	All grades, basis weights and finishes
Advocate Roto	-	All grades, basis weights and finishes
Trilogy Offset	-	All grades, basis weights and finishes
Trilogy Roto	-	All grades, basis weights and finishes
Trilogy Insert Offset	-	All grades, basis weights and finishes
Trilogy Insert Roto	-	All grades, basis weights and finishes

Should you have any questions please contact your Verso Paper professional sales representative. Thank you for your continued support.

Sincerely,

Michael A. Weinhold

E-2 Approval of City Council Minutes

Resolution #2007-04-122-E-2

RESOLVED, That the Minutes of the 7:30 PM Regular City Council Meeting of April 2, 2007 be **APPROVED** as amended.

E-3 City of Troy Proclamation(s):

Resolution #2007-04-122-E-3(a) (b)

RESOLVED, That the following City of Troy Proclamations be **APPROVED**:

a) National Anthem Awareness Week – April 23-27, 2007
b) Law Day Proclamation – May 1, 2007

E-4 Standard Purchasing Resolutions

a) Standard Purchasing Resolution 8: Best Value Award – Printing of Troy Today, Quarterly Newsletter

Resolution #2007-04-122-E-4a

RESOLVED, That Troy City Council hereby **AWARDS** a contract to provide one (1) year of printing services for the quarterly newsletter, *Troy Today* with two, one (1) year options to renew to Grand River Printing and Imaging of Belleville, MI, the bidder with the highest score as a result of a best value process, which the Troy City Council determines to be in the public interest, for an estimated annual cost of $80,342.80, plus the actual cost of bulk rate postage; and additional charges as needed not to exceed 10% of the total contract cost or $8,034.28 at prices contained in the RFP tabulation opened March 26, 2007, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, to expire upon completion of the Spring 2008 issue.

b) Standard Purchasing Resolution 9: Approval to Expend Funds for Membership Dues and Renewals Over $10,000 – Traffic Improvement Association (TIA) of Oakland County

Resolution #2007-04-122-E-4b

RESOLVED, That Troy City Council hereby **APPROVES** to pay the renewal of City of Troy's membership in the Traffic Improvement Association for the year 2007, in the amount of $25,100.00 and funds are available in the 2006-2007 Traffic Engineering budget, Account No. 446.7958.

CITY COUNCIL ACTION REPORT

April 5, 2007

TO: Phillip L. Nelson, City Manager

FROM: Susan A. Leirstein, Purchasing Director
Cindy Stewart, Community Affairs Director

SUBJECT: Standard Purchasing Resolution 8: Best Value Award – Printing of Troy Today, Quarterly Newsletter

Background

- On March 26, 2007, Requests for Proposals (RFP) were received and opened to provide printing services for the Troy Today, our quarterly newsletter.
- 135 vendors were notified via the MITN system with three (3) bidders responding and one (1) statement of no bid received.
- Color Q had to withdraw from the process due to a their error, which assumed the size of the newsletter was 5x8 instead of 8 ¼ x 10 5/8.

Financial Considerations

- Funds are available in the Community Affairs account # 748.7901, Library account #790.7901 and Parks & Recreation account # 752.7901.

Legal Considerations

- RFP-COT 07-07 for Printing of the *Troy Today* was competitively bid and opened with three bidders responding.
- All bidders were given the opportunity to respond with their level of interest in printing a quarterly newsletter for the City of Troy.

Policy Considerations

- *Troy Today*, an all-encompassing quarterly newsletter to inform residents and businesses about pertinent City news, Library, Museum and Parks & Recreation programs and special events, is mailed to all residential and business addresses. (Goal IV)
- *Troy Today* also incorporates standard resource information like contact names and phone numbers for City Departments, City Council, and other community organizations. It maintains regular features including road and infrastructure construction maps, business development news, City Council meeting schedules, Police and Fire safety tips and special programs, and other helpful information. (Goal II & Goal IV)

Options

- City Management and the Community Affairs department recommend awarding a one-year contract with two one (1) year renewal options for printing services for the *Troy Today* to the highest scoring respondent as a result of a best value process, Grand River Printing and Imaging, of Belleville, MI for an estimated one year total cost of $80,342.80 at prices contained in the RFP tabulation, plus the actual cost of bulk rate postage.

EXECUTIVE SUMMARY

Printing of Troy Today

STATISTICS:

- **One-Hundred Thirty-Five (135) Firms notified via the MITN e-procurement website**
- **Three (3) proposals were received**
- **Grand River Printing was the most qualified vendor by receiving the highest weighted score**

The following bidders submitted a proposal and received the indicated final scores:

Firm	SCORE
Grand River Printing	**69**
University Lithoprinters	61

REQUEST FOR PROPOSALS – FIRMS ELMINATED FROM FURTHER CONSIDERATION (BID WITHDRAWN BY VENDOR)

- Color Q

Attachments:

- ✓ Weighted Final Scoring Including Qualification Statement and Newsletter Sample Scoring
- ✓ Evaluation Process

WEIGHTED FINAL SCORING

Printing of Troy Today

Final Score Calculation:

40% x Sample Evaluation Process
40% x Price Score
~~20% x Interview Score~~ Deleted Phase

100% = Final Weighted Score

In order to equate the price to the weighted evaluation process scoring, the prices had to be converted into a score with the base of 100. **NOTE:** Vendors are listed in order of bid opening.

Weighted Average Score for Sample Evaluation: 40%

RATERS	1	2	3	AVERAGE
Vendors:				
University Lithoprinters	97	99	97	98
Grand River Printing	63	78	77	73

Weighted Average Score for Price: 40%

RATERS	Weighted Criteria – Difference in Costs (1-(Proposal price - lowest price)/low price) x available points
Vendors:	
University Lithoprinters	(1-(117,460.00–80,342.80)/80,342.80) x 100 = **54**
Grand River Printing	(1-(80,342.80–80,342.80)/80,342.80) x 100 = **100**

FINAL WEIGHTED SCORE:

VENDORS:	University Lithoprinters	****Grand River Printing**
Score		
Sample Evaluation Score: (x .40) =	98 x .40 = 39	73 x .40 = 29
Price Score: (x .40) =	54 x .40 = 22	100 x .40 = 40
Final Score:	61	69

** HIGHEST RATED VENDOR – RECOMMENDED AWARD

G:/RFP Documents-Agreements-Contracts / RFP – CA – RFP-COT 07-07 Troy Today – WeightedRatingSummary 01.07.doc

SELECTION PROCESS

CRITERIA FOR SELECTION

The identified City Committee will review the proposals. The City of Troy reserves the right to award this proposal to the printer considered the most qualified based upon a combination of factors including but not limited to the following:

A. Compliance with qualifications criteria

B. Completeness of the proposal

C. Financial strength and capacity of the printer

D. Correlation of the proposals submitted to the needs of the City of Troy

E. Any other factors which may be deemed to be in the City's best interest

F. Evaluation Process

Phase 1: **Qualifications Evaluation**.
Bidders will be required to meet minimum established criteria in order to go to the second phase of the process.

Phase 2: **Sample Evaluation Process**.
The City Committee will use a weighted score sheet to independently evaluate the samples of the "City" type newsletters and paper stock submitted as required. Each Committee Member will calculate a weighted score. The scores of the Committee Members will be averaged into one score for each bidder for this phase of the process.

Phase3: **Interview (Optional).**
The City Committee will use a weighted score sheet to independently rate the interview. Each committee member will calculate a weighted score. The scores will be averaged into one score for each bidder for this phase of the process.

Phase 4: **Price**
Points for price will be calculated as follows:

FORMULA - { 1 – (Proposal Price – Low Price) / low price} x available points

Final Scoring and Printer Selection.
40% x Weighted Average Score – Sample Evaluation Process
20% x Interview Score
+ ~~20%~~ x Price Score 40%
= Final Weighted Score

The highest final weighted scored printer will be the printer recommended to the Troy City Council for Award.

Note: The City of Troy reserves the right to change the order or eliminate an evaluation phase if deemed in the City's best interest to do so.

Opening Date -- 3-26-07
Date Prepared -- 4/5/07

CITY OF TROY
BID TABULATION
PRINTING OF TROY TODAY

	VENDOR NAME:	**Grand River Printing and Imaging**	University Lithoprinters
	CHECK #	12949	114845
	CHECK AMOUNT	$500.00/$1500.00 on File	$2,000.00

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE YEAR REQUIREMENTS OF OFFSET PRINTING AND DELIVERY OF TROY TODAY WITH AN OPTION TO RENEW FOR TWO ADDITIONAL ONE-YEAR PERIODS

QTY	DESCRIPTION			
Vendor Questionnaire	Filled out Y or N		Yes	Yes
40,000 Copies per Printing	**Printing of TROY TODAY**			
	Four Times per Year (160,000 Copies per Year)			
		Complete for the Sum of:	**$ 20,085.70**	$ 29,365.00
		Extended Yearly Cost:	**$ 80,342.80**	$ 117,460.00
	Paper Manufactured by:	Cover	Orion	Mead West Vaco
		Inside	Windsor	Domtar
	Additional Charges:			
	1) Cost per each additional 4-page spread			
	60 lb White Offset Paper		$ 1,422.40	1st) $147.00 2nd) $2,478
	60 lb Gloss Cover Stock		$ 1,131.17	N/A
		Add'l Scans	$ 15.00	
	2) Changes once the Dylux or Sherpa is produced		$95.00/Hour	$65.00/Hour
	3) Cost for additional quantities per **500 Copies:**			
	Offset	**Gloss Text**		
	Base Bid (80 Pages +	4 pages)	$ 193.36	76 pgs + 4 pgs $308.00
	Optional Pricing			
	a.) 88 Pages (84 Pages +	4 pages)	$ 207.80	80 pgs + 4 pgs $315.00
	b.) 88 Pages (80 Pages +	8 pages)	$ 206.15	84 pgs + 4 pgs $345.00
	c.) 92 Pages (84 Pages +	8 pages)	$ 214.31	N/A
	Completion Schedule:			
	Can meet	10 BUSINESS DAYS	XX	XX
	Cannot meet			
	Contact Information			
	Hours of Operations		24 Hours / 7 Days per week	Mon - Sat 24 Hours
	24 Hrs Phone No.		734-394-1400	734-973-9414
	Terms		2% 10 Days, Net 30	Net 30
	Delivery		**10 BUSINESS DAYS**	
	Samples	Y or N	Yes	Yes
	Exceptions:		Blank	None
	Acknowledgement	Completed Y or N	Yes	Yes

NO BIDS:
Dearborn Lithograph, Inc

BOLDFACE TYPE DENOTES BEST VALUE PROPOSAL

BIDS WITHDRAWN BY VENDOR:
Color Q

ATTEST:
Laura Campbell
Ellen Hodorek
Julie Hamilton

Susan Leirstein CPPB
Purchasing Director