

April 5, 2005

TO: John Szerlag, City Manager

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

SUBJECT: **Agenda Item** - Standard Purchasing Resolution 2: Bid Award – Lowest Bidder Meeting Specifications – Printing of Troy Today, Quarterly Newsletter

### **RECOMMENDATION**

Bid proposals to furnish printing of the quarterly newsletter Troy Today for one (1) year with an option to renew for two (2) additional one-year periods were opened on March 30, 2005. City management recommends a contract be awarded to the lowest acceptable bid received from Grand River Printing & Imaging, 8455 Haggerty Road, Van Buren Township, MI 48111, 734-394-3635 at an estimated annual cost of \$70,060.72, plus additional charges as needed at unit prices contained in the attached bid tabulation dated 3/30/05 and the actual cost of bulk rate postage.

### **ADDITIONAL INFORMATION**

The Troy Today is mailed to all households four (4) times per year to publicize City information; phone numbers; Parks & Recreation, Library, Museum and Nature Center classes and special events. It maintains regular features including road and infrastructure construction maps, development news, Council meeting schedules, Police and Fire tips and other special programs.

### **EXPLANATION OF LOWEST BID WITHDRAWING**

Phillips Brothers Printing submitted the lowest bid at \$65,200.00, but on April 4, 2005 they withdrew their bid due to the fact that they realized they overlooked or misunderstood a couple of items on the bid document. Their email is attached.

### **EXPLANATION OF BID NOT MEETING SPECIFICATIONS**

The paper specification was changed this year to allow a lower weight paper to decrease postage costs. Grand River Printing & Imaging submitted two bids with the lowest of the two bids containing pricing for an alternate paper. That paper was unacceptable since the opacity of the paper was lower which can result in unacceptable ink bleed through.

### **BUDGET**

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

141 Vendors Notified via MITN System

6 Bid Responses Rec'd

1 Bid did not meet specifications

3 No Bids: (2) companies could not be competitive

(1) company policy prohibits including \$1,500 check to insure the bid

1 Bid Withdrawn

VENDOR NAME:

	<b>* GRAND RIVER PRINTING</b>	CLARK GRAPHICS INC
	<b>&amp; IMAGING</b>	
CHECK #	On File	620692837
CHECK AMOUNT	<b>\$1,500.00</b>	<b>\$1,500.00</b>

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

QTY	DESCRIPTION		
40,000 Copies per Printing	<b>Printing of TROY TODAY</b> Four Times per Year (160,000 Copies per Year)		
	<b>Complete for the Sum of:</b>	<b>\$ 17,515.18</b>	\$ 24,663.00
	<b>Extended Yearly Cost:</b>	<b>\$ 70,060.72</b>	\$ 98,652.00
	Paper Manufactured by: Cover Inside	Sonoma by Woodland	
		Daytona by Woodland	Daytona Offset
	<b>Additional Charges:</b>	See pricing schedule	
1) Cost per each additional 4-page spread 50 lb Offset Paper			\$ 3,114.00
60 lb White Gloss Text Stock			\$ 2,856.00
2) Changes once the silver print is completed		\$80.00/HR	\$75.00/HR
3) Cost for additional quantities per 500 Copies			
	<b>Offset      Gloss Text</b>		
Base Bid (80 Pages + 4 pages)		\$168.56/500 Copies	\$144.00/500 Copies
<i>Optional Pricing</i>		Per 500 Copies	Per 500 Copies
a.) 84 Pages (84 Pages + 4 pages)		\$ 602.35	\$ 298.00
b.) 88 Pages (80 Pages + 8 pages)		\$ 757.61	\$ 290.00
c.) 92 Pages (84 Pages + 8 pages)		\$ 1,953.83	\$ 348.00
<b>Completion Schedule:</b>			
Can meet	10 CALENDAR DAYS	XX	XX
Cannot meet			
<b>Contact Information</b>			
Hours of Operations		3 shifts - 24 hours	24 hours
24 Hrs Emergency Phone No.		(734)394-1400	(586)772-4900
<b>Terms</b>		2% 10 days; Net 30	Net 30 Less 1% Net 20
<b>Warranty</b>		BLANK	BLANK
<b>Delivery</b>		<b>10 Business Days</b>	
<b>Samples</b>	Y or N	YES	YES
<b>Exceptions:</b>		BLANK	IF STOCK IS UNAVAILABLE FOR 2ND, 3RD, AND 4TH
			PRINTING COST IS \$25,394 FOR 40,500
			\$25,250 FOR 40,000
<b>Acknowledgement</b>	Completed Y or N	YES	YES

BID WITHDRAWN :

Phillips Brothers Printers Inc \$65,200.00

**\* DENOTES LOWEST ACCEPTABLE BIDDER**

DMS:

Grand River Printing & Imaging - Alternate Bid - \$67,335.32

Reason: The alternate paper is unacceptable due to opacity - there is greater chance of ink bleed through.

Opening Date -- 3-30-05  
 Date Prepared -- 4/8/05

CITY OF TROY  
 BID TABULATION  
 PRINTING OF TROY TODAY

VENDOR NAME:

UNIVERSITY	ALLIED MAILING
LITHOPRINTERS INC	& PRINTING INC
109517	100073969
<b>\$1,500.00</b>	<b>\$1,500.00</b>

CHECK #

CHECK AMOUNT

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

QTY	DESCRIPTION		
40,000 Copies per Printing	<b>Printing of TROY TODAY</b> Four Times per Year (160,000 Copies per Year)		
	<b>Complete for the Sum of:</b>	\$ 24,990.00	\$ 1.37
	<b>Extended Yearly Cost:</b>	\$ 99,960.00	\$ 219,901.00
	Paper Manufactured by: Cover Inside	Cannon Woodland	Woodland Woodland
	<b>Additional Charges:</b>		
1)	Cost per each additional 4-page spread 50 lb Offset Paper 60 lb White Gloss Text Stock	\$ 1,685.00 \$ 1,685.00	\$ 6,375.31 \$ 8,492.12
2)	Changes once the silver print is completed	\$65.00/HR	\$100.00/HR
3)	Cost for additional quantities per 500 Copies		
	<b>Offset</b> <b>Gloss Text</b>		
	Base Bid (80 Pages + 4 pages)	\$170.00/500 Copies	\$647.45/500 Copies
	<u>Optional Pricing</u>	Per 500 Copies	Per 500 Copies
a.)	84 Pages (84 Pages + 4 pages)	\$ 190.00	\$ 1,879.08
b.)	88 Pages (80 Pages + 8 pages)	\$ 210.00	\$ 1,428.42
c.)	92 Pages (84 Pages + 8 pages)	\$ 230.00	\$ 1,914.13
	<b>Completion Schedule:</b>		
	Can meet      10 CALENDAR DAYS	XX	XX
	Cannot meet		
	<b>Contact Information</b>		
	Hours of Operations	Production - M-F 24 Hours	M-F 7:30 - 5pm
	24 Hrs Emergency Phone No.	(734)973-9414	(313)719-1500
	<b>Terms</b>	Net 30 Days	Net 30 Days
	<b>Warranty</b>	BLANK	BLANK
	<b>Delivery</b>	<b>10 Business Days</b>	
	<b>Samples</b> Y or N	YES	YES
	<b>Exceptions:</b>	BLANK	BLANK
	<b>Acknowledgement</b> Completed Y or N	YES	YES

NO BIDS:

ATTEST:

Debra Painter  
 \_\_\_\_\_  
 Cindy Stewart  
 \_\_\_\_\_

## Jeanette Bennett

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**From:** Cynthia A Stewart  
**Sent:** Monday, April 04, 2005 2:14 PM  
**To:** Jeanette Bennett  
**Subject:** FW: ITB-COT 05-05 Troy Today.

-----Original Message-----

**From:** Rush, Carolyn [mailto:Carolyn@pbpweb.com]  
**Sent:** Monday, April 04, 2005 2:05 PM  
**To:** Cynthia A Stewart  
**Subject:** ITB-COT 05-05 Troy Today.

Hi Cindy,

Per our conversation, please consider this e-mail as Phillips Brothers Printers' withdrawal from ITB-COT 05-05 Troy Today.

After your questioning of a few items in the bid, we realized we overlooked or misunderstood a couple of items.

Phillips Brothers Printers would not be able to complete the print of the publication exact to the specifications, for the price we bid.

I apologize for any inconvenience this may have caused.

Carolyn Rush



## Downloading History for ITB-COT 05-05 TroyToday

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 4/8/2005.

<b>Document Title:</b>	Printing of Troy Today
<b>Date Issued:</b>	3/8/2005
<b>Close Date:</b>	3/30/2005

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		
17153	A&E Printers and Mailers	Free	3/22/2005	
11680	A-1 Business Products	E-mail	3/9/2005	
13053	Accuform Printing & Graphics, Inc.	Free	3/16/2005	
10693	ACE Computer Essentials, Inc.	E-mail		
16603	Ad-Tech Agency Inc.	E-mail		
12742	Addison Graphic Solutions, Inc.	E-mail		
13431	Advantage Communications Group	E-mail		
16572	Allied Mailing & Printing	Free	3/23/2005	
19786	America's Finest Printing & Graphics	E-mail	3/11/2005	
20230	American Ink Printing & Graphics	E-mail	3/9/2005	
11147	American Mailers	E-mail		
19476	Ann Arbor Printing & Mailing Service	E-mail	3/8/2005	
15460	Arbor Press	E-mail		
12062	B2B Services, Inc	Fax		
10717	Blue Pencil Creative Group, Ltd.	E-mail		
16776	BRD Printing Incorporated	E-mail	3/17/2005	
15019	Brodie Corporation	E-mail		
18332	c & h printing	E-mail		
17028	C&A Type and Graphics	E-mail	3/8/2005	
16815	C.A.P. Printing L.L.C.	Free	3/10/2005	

11916	Caldwell Printing	Free	3/28/2005	
19674	Capital Imaging	E-mail		
13422	Centron Data Services, Inc.	E-mail		
12922	Clark Graphics, Inc.	E-mail	3/21/2005	
19258	Color Q LLC	E-mail	3/16/2005	
16718	Commercial Blueprint, Inc.	E-mail		
13813	Commercial Communications, Inc	E-mail		
17102	Community Reproduction and Printing Group, Inc.	E-mail		
17878	Compton Printing	E-mail		
19861	Computer Composition Corp	Free	3/14/2005	
20016	CORT Furniture Rental	E-mail	3/9/2005	
10469	COUGAR PRINTING & GRAPHICS, INC.	E-mail		
10276	CPM Services Group, Inc	E-mail		
17214	CWB Enterprises, LLC	E-mail	3/9/2005	
10868	Dearborn Lithograph, Inc.	E-mail	3/25/2005	
11544	Dearborn Offset Printing, Inc.	E-mail	3/22/2005	
10100	Der Graphics, Incorporated	E-mail		
13468	DESIGN GROUP	Free	3/9/2005	
19136	Dodaj Enterprises	E-mail		
19543	Dupli Envelope & Graphics Corp.	E-mail		
16733	E.J. Steve	E-mail	3/8/2005	
15621	ECON MARKETING SERVICES INC	E-mail		
10981	Ed Luberdia	E-mail		
17995	Empire Printing	E-mail		
10318	Entire Reproductions and Imaging Solutions	E-mail	3/9/2005	
19341	FIRST IMPRESSION PRINTING	E-mail		
14027	Five Star Graphics Inc dba Graphic Image	E-mail		
12125	Flamingo Kid Signs, Inc.	E-mail	3/10/2005	
11444	Fudge Business Forms, Inc.	E-mail		
11422	Gemini Forms & Systems	Free	3/8/2005	
15657	Grand River Printing & Imaging	E-mail	3/14/2005	
19815	Graphics East, Inc.	Fax		
19666	Greatland Corporation	E-mail		
17036	greko print & imaging inc.	Fax		
17186	Hatteras Printing, Inc.	E-mail	3/31/2005	
10677	Heitman Garand Company	Free	3/11/2005	
17858	Herald Publishing Company, Inc.	E-mail		
20473	Hooley Printing & Graphics	Free	3/11/2005	
20073	I-Z Corp	Free	3/20/2005	
19788	Identification Resources, Inc.	E-mail	3/29/2005	
17444	ImageNation Inc.	E-mail		

16060	Imperial Graphics & Design	E-mail		
11388	Inco Graphics	E-mail		
15511	Inland Press	E-mail	3/8/2005	
19591	Innovated Capital Solutions	E-mail		
13718	International Minute Press	Free	3/10/2005	
11719	INTRAC FORMS & SYSTEMS	E-mail		
18146	J & M Reproduction Corporation	E-mail		
18476	John Henry Company	E-mail	3/9/2005	
11116	Johnston Lithograph	Fax	3/30/2005	
14624	Kansas Bank Note Company	E-mail	3/13/2005	
13781	Kimcraft Printers, Inc	E-mail	3/8/2005	
11891	Kinko's	E-mail		
12808	Lasertec	E-mail		
10117	Lawson Printers, Inc.	Free	3/9/2005	
17321	Lighthouse Graphic Services	E-mail		
10128	Marketing Support Services	E-mail		
14525	Maro Enterprises LLC	E-mail		
19927	Mass Mailing	Free	3/10/2005	
17065	Master Business Forms Company	Fax		
17245	Matrix Imaging Solutions	E-mail		
18734	Matrix Printing Systems, Inc.	E-mail		
18275	Max Printing	E-mail		
17763	Mays Printing Company Inc.	E-mail		
11598	Media Connection Advertising Inc	E-mail		
19765	Meridian Graphics, LLC	Free	3/9/2005	
12333	Messenger Printing Service	E-mail	3/8/2005	
19710	Metro Community Newspapers, LLC	Free	3/16/2005	
12030	Miami Systems Corporation	Free	3/9/2005	
13110	Mid Atlantic Planning & Consulting	Free	3/21/2005	
18678	Miller Corp LLC	E-mail	3/21/2005	
17889	MK & Company	E-mail		
15976	Moore Wallace Inc	E-mail		
13485	Morning Star Publishing Company	E-mail	3/10/2005	
16101	Mort Crim Communications, Inc.	E-mail		
19622	MSX International	E-mail		
15485	Nu-Tech Graphics & Systems Inc.	Fax	3/28/2005	
20146	Observer & Eccentric Newspapers	E-mail		
18380	OccuMed3	E-mail		
18547	Office Furniture Services	E-mail		
14166	P&S INC	E-mail		
10331	PC Photo Imaging	E-mail	3/8/2005	
16416	Perfect Impressions	Free	3/30/2005	
14369	Perfect Promotion Inc.	E-mail		

18156	Performance Creative Resources, Inc.	E-mail	3/29/2005	
15759	Phillips Bros. Printers	Free	3/10/2005	
12743	PK Specialties	E-mail		
19946	POINTE GRAPHICS LLC	E-mail	3/21/2005	
19600	Print-Tech Inc.	E-mail	3/9/2005	
12534	Printcom, Inc	E-mail	3/8/2005	
10596	Printwell, Inc.	E-mail	3/22/2005	
19563	Pro-Motion, LLC	Free	3/8/2005	
12047	R.b. Printing Service	Fax		
20273	RBF Inc.	E-mail	3/15/2005	
15189	Regina's All-Star Apparel & Accessories, Inc.	E-mail		
10129	Robot Printing and Communications	E-mail		
10294	Rodriguez Printing Services	E-mail		
10038	Rotary Multiforms, Inc	E-mail		
13739	Schena Roofing & Sheet Metal Co. Inc.,	Fax	3/8/2005	
12933	Select Graphics Corporation	E-mail	3/8/2005	
11448	Signature Press, Inc.	E-mail		
11956	Sir Speedy Printing	E-mail	3/8/2005	
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	3/9/2005	
18562	TAB Products Company	E-mail		
16967	Target Information Management	E-mail		
13301	The Devon Group	Free	3/9/2005	
18035	The EGT Group, Inc.	E-mail		
16663	The Job Shop Ink Inc.	E-mail		
17735	The Quintek Group	E-mail	3/10/2005	
12437	The Reliance Group	E-mail		
12620	University Lithographers, Inc.	Free	3/15/2005	
12760	Utley Brothers, Inc.	E-mail		
20363	Velocity Imaging Group	E-mail	3/9/2005	
11610	Westside Reprographics	E-mail		
12122	Woodland Paper	Free	3/22/2005	
16881	Zip Printing	E-mail		

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