



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

March 12, 2019

To: Mark F. Miller, City Manager

From: MaryBeth Murz, Purchasing Manager
Cindy Stewart, Community Affairs Director

Subject: Standard Purchasing Resolution 2: Low Bidder Meeting Specifications - Printing Services for the *Troy Today* and *Troy Recreation* Quarterly Newsletters

History

- The *Troy Today* Quarterly Newsletter, an all-encompassing newsletter to inform residents and businesses about pertinent City News, Library, Historic Village, and Nature Center programs and special events, and *Troy Recreation*, the quarterly newsletter to inform residents about all Recreation Department programs, classes, and special events, are mailed to all residential and business addresses.
- In addition, a Flip Page newsletter is posted on the City’s website for both booklets.
- The existing contract is expiring April 30, 2019.

Purchasing

On March 7, 2019, 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* and *Troy Recreation* Quarterly Newsletters. One hundred and twenty (120) vendors were notified of the bid opportunity on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info. Four (4) responsive bids were received. Below is a detailed vendor summary:

Companies notified via MITN	120
Troy Companies notified via MITN	10
Troy Companies notified - Active email Notification	9
Troy Companies notified - Active non-paying	1
Companies that viewed the bid	20
Troy Companies that viewed the bid	0

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, is 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* and *Troy Recreation* Quarterly Newsletters. Note that web press equipment is required to provide printing services for the *Troy Today* and *Troy Recreation* Quarterly Newsletters.



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Financial Considerations

Funds are available from the printing accounts of the City Manager, 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* and *Troy Recreation* Quarterly Newsletters to the low bidder meeting specifications, *Grand Blanc Printing Co., Inc., of Grand Blanc, MI* for an estimated total cost of \$39,540.00 for the *Troy Today*, and \$51,860.00 for the *Troy Recreation* 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 budgetary limitations at prices as contained in the attached bid tabulation contract to expire April 30, 2022, in accordance with all bid specifications.

Vendor Name:	Grand Blanc Printing, Inc.	Indiana Printing and Publishing Company, Inc.
City:	Grand Blanc, MI	Indiana, PA
Check #:	Check on File (Current Vendor)	009438747

BID PROPOSAL A1: Printing & Delivery of TROY TODAY Newsletters - 70# Gloss Text Cover, 50#/92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a	40	36	4	\$9,145.00	\$36,580.00	\$9,770.00	\$39,080.00
b	44	40	4	\$9,885.00	\$39,540.00	\$10,318.00	\$41,272.00

BID PROPOSAL A2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 70# Gloss Text Cover, 50#/92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
c	52	48	4	\$10,950.00	\$43,800.00	\$11,496.00	\$45,984.00
d	56	52	4	\$11,900.00	\$47,600.00	\$12,122.00	\$48,488.00
e	60	56	4	\$12,435.00	\$49,740.00	\$12,963.00	\$51,852.00
f	64	60	4	\$12,965.00	\$51,860.00	\$13,505.00	\$54,020.00

BID PROPOSAL C: Flip Page Newsletter for Website

Flip Page Newsletter for posting on City's Website	Cost Per Issue	Cost Per Issue
	\$30.00	\$95.00

ADDITIONAL CHARGES:

Cost per additional proofs if needed	Cost Per Proof	Cost Per Proof
	n/a	No Charge
COMPLETION SCHEDULE MET:	Y	Y
Hours of Operation	8-5PM	8-5PM
Phone No.	810-875-0185	724-388-3839
ACKNOWLEDGEMENT:	Y	Y
PAYMENT TERMS:	Net 30	Net 30
EXCEPTIONS:	N	N
QUESTIONNAIRE:	Y	Y
REFERENCES:	Y	Y
	Low Bidder Meeting Specifications	

ATTEST:

 Cindy Stewart

 Sue Riesterer

 Kristine Kallek

 Mary Beth Murz,
 Purchasing Manager

Vendor Name:	Printwell	Community Publishing & Marketing LTD
City:	Taylor, MI	Taylor, MI
Check #:	001320732	001320739

BID PROPOSAL A1: Printing & Delivery of TROY TODAY Newsletters - 70# Gloss Text Cover, 50#/92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a	40	36	4	\$10,865.00	\$43,460.00	\$11,000.00	\$44,000.00
b	44	40	4	\$11,387.00	\$45,548.00	\$11,500.00	\$46,000.00

BID PROPOSAL A2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 70# Gloss Text Cover, 50#/92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
c	52	48	4	\$12,554.00	\$50,216.00	\$12,600.00	\$50,400.00
d	56	52	4	\$14,398.00	\$57,592.00	\$14,500.00	\$58,000.00
e	60	56	4	\$14,848.00	\$59,392.00	\$15,000.00	\$60,000.00
f	64	60	4	\$16,353.00	\$65,412.00	\$16,500.00	\$66,000.00

BID PROPOSAL C: Flip Page Newsletter for Website

Flip Page Newsletter for posting on City's Website	Cost Per Issue	Cost Per Issue
	\$275.00	\$275.00

ADDITIONAL CHARGES:

Cost per additional proofs if needed	Cost Per Proof	Cost Per Proof
	\$65/hr \$5/per page	\$5/per page
COMPLETION SCHEDULE MET:	Y	Y
Hours of Operation	24 Hours	6AM-10PM
Phone No.	313-806-9814	313-218-7117
ACKNOWLEDGEMENT:	Y	Y
PAYMENT TERMS:	Net 30	10 Days
EXCEPTIONS:	N	Y, In exchange for advertising CPM will pay postage.
QUESTIONNAIRE:	Y	Y
REFERENCES:	Y	Y