

cityofnovi.org

CITY of NOVI CITY COUNCIL

Agenda Item 4
August 25, 2008

SUBJECT: Approval to rescind the award to University Lithoprinters, Inc. which was approved on July 28, 2008 and award to Stardek, Inc. the second low bidder, design and printing of the Annual Calendar, Engage!, the senior newsletter, and resident handbook in the estimated amount of \$116,370 for one year with the option for two renewals.

SUBMITTING DEPARTMENT: Neighborhood and Business Relations and Parks, Recreation & Forestry *ew*

CITY MANAGER APPROVAL *[Signature]*

EXPENDITURE REQUIRED	\$ 116,370
AMOUNT BUDGETED	\$ 98,000
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	101-295.00-888.000 Calendar 101-295.00-900.000 Printing & Publishing 208-691.00-900.000 Printing & Publishing 208-695.00-900.000 Printing & Publishing

BACKGROUND INFORMATION:

In June, a comprehensive Printing Services request for proposals was placed on BidNet for all specialty publications and items. Fifteen qualified proposals (for all or part of the printing services) were received.

When analyzing the bids, it became apparent a few of the vendors were more competitively priced in certain areas than their peers and it was financially advantageous to split the contract award into two packages. One package consists of the printing and design of the Annual Calendar, Resident Handbook, Senior Newsletter (four issues), and Engage! (three issues).

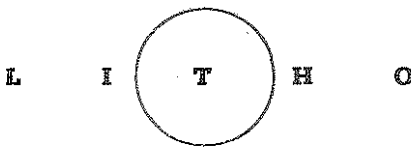
University Lithoprinters, Inc. the low bidder of these items, was awarded the contract for \$96,252 on July 28, 2008. Since that time, University Lithoprinters, Inc. discovered an error in their bid estimate for Engage!, cannot perform the services as quoted, and has withdrawn their proposal (a letter is attached).

Stardek, Inc. was the second low bidder of these items in the estimated amount of \$116,370. Following a meeting with Stardek, Inc. representatives to discuss project deadlines and timeframes, we are confident they can meet all requirements

RECOMMENDED ACTION: Approval to rescind the award to University Lithoprinters, Inc. which was approved on July 28, 2008 and award to Stardek, Inc. the second low bidder, design and printing of the Annual Calendar, Engage!, the senior newsletter, and resident handbook in the estimated amount of \$116,370 for one year with the option for two renewals.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				



City of Novi
Ms. Sheryl Walsh
45175 W. Ten Mile
Novi, MI 48375

Dear Sheryl,

This letter is to inform you of an error in our estimate for the Engage magazine. The error made by our estimator was so large that we are not able to absorb it for three issues.

Therefore we must withdraw our proposal. We are sincerely sorry for this error and any inconvenience or additional work that it has caused you and your co-workers at the City of Novi.

If you are able to allow us to revise our bid for this one item and continue the contract we would be most grateful. Please keep us on your bid list for future printing. We have enjoyed working with you in the past and look forward to working with you again.

Our sincere and deepest apology.

Regards,


Marilyn Bealafeld
University Lithoprinters, Inc.

CITY OF NOVI - BID TAB
PRINTING SERVICES - SPECIALTY PUBLICATIONS

JULY 11, 2008
10:00 A.M.

*AWORDED
THESE PIECES
to Accuform on 7-28-08*

*2ND low
bidder*

*Withdrew
BID*

	Item		Accuform	Allegra of Wixom	CompuArt Design	Dearborn Lithograph	ECT Group	Grand River Printing	Johnston Lithograph	Nyhus Graphic	Select Graphics	seven7 Graphics	Spectrum Printers	Stardek Inc.	University Litho	Uproar Comm.	Wrightway Group
1.	Calendar	Annual	25,995	26,200		22,197	22,226.25	19,897.11	21,443		24,585 (\$23,563 w/out map as pull out*)		28,312	19,290	22,850	36,846	26,730
	Delivery		10 days from proof approval	4 weeks		approx 15 days after proof approval	2 weeks*	10-15 business days or as specified	2 weeks		19-27 w. days		7-10 working days	10 business days	10 days	20 working days	as requested
2.	Res. Handbook	Annual	11,539	11,200		11,114	11,580.85		10,031		9,743		16,741	12,600	10,855	14,573	11,821
	Delivery		10 days from proof approval	4 weeks		approx 15 days after proof approval	2 weeks*		2 weeks		10-15 w. days		7-10 working days	10 business days	10 days	15 working days	as requested
3.	Sr. Newsletter	Issue	699	1,400		1,476	1,109.99		1,218		1,333		1,639	1,270	1,388	1,064	1,805
	Delivery		6 days from proof approval	2 weeks		approx 15 days after proof approval	2 weeks*		2 weeks		6 w. days		7-10 working days	6 business days	5-7 days	5 working days	as requested
4.	Engage! - Opt 1	Issue	27,998	28,500		24,254 initial 23,229 add'l	25,369.60	23,141.90			28,208 (price includes design)		40,072	21,050	12,397	40,491	31,346
	Delivery		10 days & 15 days from proof approval	4 weeks		approx 15 days after proof approval	2 weeks*	10-15 business days or as specified	2 weeks		18-21 w. days		10-14 working days	12 business days	10 days	20 working days	as requested
	Engage! - Opt 2	Issue	31,498	30,000		29,885 initial 28,635 add'l	28,593.61	26,427.17			35,607 (price includes design)		45,257	23,400	17,285	41,385	31,098
	Delivery		10 days & 15 days from proof approval	4 weeks		approx 15 days after proof approval	2 weeks*	10-15 business days or as specified	2 weeks		18-21 w. days		10-14 working days	12 business days	10 days	20 working days	as requested
5.	Theatre Program Cover	Issue	598	1,075		1,371	1,141.17				914		1,438	690	1,143	1,044	1,129
	Delivery		5 days from proof approval	2 weeks		approx 15 days after proof approval	2 weeks*				5-6 w. days		7-10 working days	5 business days	5-7 days	5 working days	as requested
6.	Theatre Postcards	Annual	1,397	2,500		1,595	2,565.13				2,053		2,295	2,050	1,995	2,924	2,248
	Delivery		6 days from proof approval	2 weeks		approx 15 days after proof approval	2 weeks*				7-10 w. days		7-10 working days	5 business days	7 days	5 working days	as requested
7.	Proposed Budget	Annual	832 (add \$.19 for each color page)	4,800			1,106.40				2,250 (1,500 for all litho done at same time)		2,219		5,360	3,307	3,299
	Delivery		1-3 days end of March	1-3 days end of March			1-3 days end of March				1-3 days end of March		1-3 days end of March		1-3 days end of March	1-3 days end of March	1-3 days end of March
8.	Annual Budget	Annual	1,580 (add \$.19 for each color page)	5,600			2328.11 (qty of 75)				2,212		4,036		6,940	5,637	4,355
	Delivery		3-5 days	2 weeks			2 weeks*				7-10 w. days		5-7 working days		1-3 days	10 working days	as requested
9.	State of City Invitations	Annual	535	2,000			807.96				1,127		1,362	985	1,320	1,046	942
	Delivery		5 days	2 weeks			2 weeks*				9-11 w. days		7-10 working days	6 business days	5-10 days	5 working days	as requested
10.	Appr. Dinner Invitations	Annual	559	1,400			425.44				500		1,336	435	915	439	657
	Delivery		5 days	2 weeks			2 weeks*				4-6 w. days		7-10 working days	6 business days	5-7 days	5 working days	as requested
11.	Appr. Dinner Programs	Annual	529	1,400			706.87				734		962	1,205	1,075	372	697
	Delivery		5 days from proof approval	2 weeks			2 weeks*				6-8 w. days		7-10 working days	6 business days	7 days	5 working days	as requested
	Rush Charges		NA	advised at time		subject to review	no rush charges, we run 24/7	\$500/hr	none		add 10%		10%	6% increase per day reduced (where available)	TBD - based on which dept needs to work OT.	\$75 add'l per production hour	varies on conditions

CITY OF NOVI
PRINTING SERVICES - SPECIALTY PUBLICATIONS

JULY 11, 2008
10:00 A.M.

Discount		1%	2%			NA	NA			4%		5%		Labor discount has already been taken on prices issued	5%	0%	
ALTERNATES (Graphic Design Serices to be awarded in conjunction with accompanying bid item above)																	
Alt. 1	GDS Calendar	Annual	4,100	90.00/hr	6,240	included in price		5,500	30/page	2,850	2,915	3,500		1,450	1,050	10,010	4,589
Alt. 2	GDS Resident Handbook	Annual	4,975	90.00/hr	5,940	included in price			30/page	2,750	4,620			1,750	2,015	13,230	8,592
Alt. 3	GDS Senior Newsletter	Issue	200	90.00/hr	400	included in price			30/page	660	270	\$560 initial issue \$280 addl issue	x4 800	300		1,290	1,200
Alt. 4	GDS Engage!	Issue	4,420	90.00/hr	5,940	included in price		8,500	included	2,720	3,795	1,800	x2 2,275	1,445		7,330	7,152
Alt. 5	Theatre Program	Issue	95	90.00/hr	450	included in price				200	75		205	106		410	792
Alt. 6	GDS Theatre Postcards	Annual	125	90.00/hr	520	included in price				350	75			175	55	250	480
Alt. 7	GDS Proposed Budget	Annual	included in #8	included in #8	included in #8					included in #8	included in #8			included in #8	included in #8	included in #8	
Alt. 8	GDS Ann. Budget	Annual	5,125	90.00/hr	2,200					5,000-7,500	4,340			1,590		16,335	11,520
Alt. 9	GDS State of City Invites	Annual	125	90.00/hr	800					350-400	165	210		250	170	680	420
Alt. 10	GDS App. Dinner Invites	Annual	125	90.00/hr	950					300-350	115			225	110	680	528
Alt. 11	GDS App. Dinner Programs	Annual	375	90.00/hr	600					150-200	375			275	320	1,470	1,176
	2 Addendums Acknowledged?		no	yes	no	yes	yes	yes	no	yes	#1 only	yes	yes	#1 only	yes	yes	yes
	Comments					Addl comments on proposal form. * 2 weeks turn time is standard, if needed we can turn faster				Alt. #8 - rush charges may apply for ot needed for rush delivery of final files to printer.		Additional comments on proposal form					all projects quoted with digital Dylux proof only

GDS = Graphic Design Services

116,370



**CITY OF NOVI, MICHIGAN
PURCHASING DEPARTMENT**
45175 W. TEN MILE RD.
NOVI, MI 48375
(248) 347-0446

**PRINTING SERVICES – SPECIALTY PUBLICATIONS/ITEMS
SIGNATURE FORM**

Bid submitted by:

Name (printed) PAUL LINVILLE Title: UP - SALES

Company (Legal Registration) STARDEK, INC

Address 13995 E. 10 MILE

City WARREN State MI Zip 48089

Telephone 586-775-8500 Fax 586-775-8520

E-mail PLINVILLE@STARDEKINC.COM

Signature [Handwritten Signature] Date 7-10-08

For information on responding to this bid, contact Sue Morianti – Purchasing Manager, at smorianti@cityofnovi.org

Submittal of Bids: Bids must be delivered prior to the due date and time specified above to the City of Novi, City Clerk's Office, 45175 W. Ten Mile Rd., Novi, Michigan 48375. Bids must be submitted by person or mail. Faxed quotations will not be accepted.

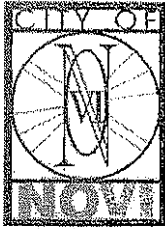
THE BID ENVELOPE MUST BE IDENTIFIED WITH THE FULL BID NAME AND DUE DATE.

THIS PAGE IS PAGE ONE OF THE PROPOSAL FORM. FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

NOTICE TO BIDDERS:

The City of Novi officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of bid documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued.

If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.govbids.com, and obtain an official copy.



cityofnovi.org

CITY OF NOVI PROPOSAL FORM

We the undersigned as bidder, propose to furnish to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof according to the attached terms and conditions.

PRINTING SERVICES – SPECIALTY PUBLICATIONS/ITEMS

1. **Annual Calendar**
Quantity: 30,000 (once annually) \$ 19,290⁰⁰ annually
Production/delivery time 10 Business Days

2. **Resident Handbook**
Quantity: 1,000 (once annually) \$ 12,600⁰⁰ annually
Production/delivery time 10 Business Days

3. **Senior Newsletter**
Quantity: 7,000 (four issues annually)
\$ 1270⁰⁰ per issue
Production/delivery time 6 Business Days

4. **Engage!** (community program/recreation guide)
Quantity: 30,000 (three issues annually)
Option 1 \$ 21,050⁰⁰ per issue
Option 2 \$ 23,400⁰⁰ per issue
Production/delivery time 12 Business Days

5. **Theatre Program Cover**
Quantity: 5,000 (two issues annually)
\$ 690⁰⁰ per issue
Production/delivery time 5 Business Days
6. **Theatre Season Postcards**
Quantity: 30,000 (once annually) \$ 2050⁰⁰ annually
Production/delivery time 5 Business Days
7. **Proposed Annual Budget**
Quantity: 55 (once annually) \$ NO BID annually
Production/delivery time 1-3 days end of March
8. **Annual Budget**
Quantity: 80 (once annually) \$ NO BID annually
Production/delivery time _____
9. **State of the City Invitations/Envelopes**
Quantity: 1,000 (once annually) \$ 985⁰⁰ annually
Production/delivery time 6 Business Days
10. **Annual Appreciation Dinner Invitations/Envelopes**
Quantity: 1,000 (once annually) \$ ~~1205⁰⁰~~ 435⁰⁰ annually
Production/delivery time 6 Business Days
11. **Annual Appreciation Dinner Programs**
Quantity: 600 (once annually) \$ 1205⁰⁰ annually
Production/delivery time 6 Business Days

PRINTING RUSH CHARGES 6% Increase per DAY reduced (where available)

DISCOUNT IF AWARDED ALL 11 ITEMS _____ %

ALTERNATES

(to be awarded in conjunction with accompanying bid item above)

ALTERNATE #1 – Graphic Design Services
Annual Calendar (once annually) \$ 1450 annually

ALTERNATE #2 – Graphic Design Services
Resident Handbook (once annually) \$ 1750 annually

ALTERNATE #3 – Graphic Design Services
Senior Newsletter (four times annually) \$ 800 per issue

ALTERNATE #4 – Graphic Design Services
Engage! (three times annually) \$ 2275 per issue

ALTERNATE #5 – Graphic Design Services
Theatre Program Cover (two times annually) \$ 205 per issue

ALTERNATE #6 – Graphic Design Services
Theatre Season Postcards (once annually) \$ 175 annually

ALTERNATE #7 – Graphic Design Services
Proposed Annual Budget done as part of #8

ALTERNATE #8 – Graphic Design Services
Annual Budget (once annually) \$ _____ annually

ALTERNATE #9 – Graphic Design Services
State of the City Invitations/Envelopes
(once annually) \$ 250 annually

ALTERNATE #10 – Graphic Design Services
Annual Appreciation Dinner Invitations/Envelopes
(once annually)

\$ 225 annually

ALTERNATE #11– Graphic Design Services
Annual Appreciation Dinner Programs
(once annually)

\$ 275 annually

REFERENCES:

1. Company Name Triumph Church
Address 2550 S. Liddesdale
City, State, Zip DETROIT, MI 48217
Contact person LAURA
Phone number 1-313-386-8044
2. Company Name Three C's LANDSCAPING
Address 32124 UTICA
City, State, Zip FRASER, MI 48026
Contact person AMY NEISE
Phone number 586-415-4850
3. Company Name Olympia Entertainment
Address 2211 WOODWARD AVE.
City, State, Zip DETROIT, MI 48201
Contact person Michelle Chmura
Phone number 313-471-3228

Samples included?

Yes

No

We acknowledge receipt of the following Addendums:
(please indicate numbers below)

#1

Comments: _____



CITY OF NOVI
INVITATION TO BID
PRINTING SERVICES –
SPECIALTY PUBLICATIONS/ITEMS

Bid Issue Date June 16, 2008

Last Date for Questions Tuesday, July 1, 2008 by 5:00 p.m.

Response Due Date Thursday, July 10, 2008 by 3:00 p.m.

Purchasing Contact: Sue Morianti, Purchasing Manager
smorianti@cityofnovi.org

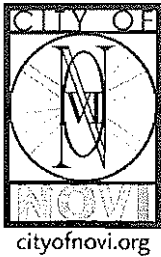
Description: Bids are being solicited for printing services for various specialty publications/items including, but not limited to: Annual Report Calendar, Resident Handbook, Senior Newsletter, Engage!, Theatre Program Cover, Theatre Season Postcards, Proposed Annual Budget, Annual Budget, State-of-the-City Invitations & Envelopes, Annual Appreciation Dinner Invitations & Envelopes, and Annual Appreciation Dinner Programs. Graphic Design Services for each publication are being considered as Alternates.

The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest Bidder, waive any irregularities or informalities or both, to reject any or all proposals, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

NOTICE:

The City of Novi officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN) website at www.mitn.info **Copies of bid documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Any and all Addenda issued by the City of Novi must be viewed or downloaded from the MITN website.

If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN website and obtain an official copy.



**CITY OF NOVI
INSTRUCTIONS TO BIDDERS**

**PRINTING SERVICES –
SPECIALTY PUBLICATIONS/ITEMS**

This section is intended to provide interested contractors with sufficient information to enable them to prepare and submit proposals for consideration by the City of Novi.

TYPE OF CONTRACT

If a contract is executed as a result of the quotation, it stipulates a fixed price for services. The contract period will be for one (1) year with two (2) renewal options in one (1) year increments.

PROPOSAL SUBMITTALS

Submitted proposals shall include an **UNBOUND original of your completed proposal and four (4) copies** of the completed proposal in one envelope/package, along with **one set of samples**. No other distribution of the proposals will be made by the Contractor. Proposals must be signed by an official authorized to bind the Contractor to its provisions.

Proposals shall be delivered to:

City of Novi
City Clerk's Office
45175 W. Ten Mile Rd.
Novi, MI 48375

AND CLEARLY LABELED WITH BIDDING FIRM'S NAME AND NAME OF BID.

To be considered, sealed proposals must arrive at the City of Novi and be "date & time stamped" on or before the specified time and date. There will be no exceptions to this requirement. The City of Novi shall not be held responsible for lost or misdirected proposals.

Contractors mailing proposals should allow ample time to ensure the timely delivery of their proposals. Proposals received after the closing date and time will not be accepted or considered. Faxed proposals are not acceptable.

FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

Bids must be clearly prepared and legible and must be signed by an Officer of the submitting Company on the enclosed form. Proposals must show unit and total prices. **ANY CHANGES MADE ON PROPOSAL FORMS MUST BE INITIALED OR**

YOUR BID MAY BE CONSIDERED NON-RESPONSIVE. Failure to include in the proposal all information requested may be cause for rejection of the proposal.

All proposals will remain valid for One Hundred and Twenty (120) days from due date and cannot be withdrawn during this period.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

The successful vendor will be prohibited from assigning, transferring, converting, or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. The use and scope of contractor responsibility must be clearly defined.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered.

RIGHT OF REFUSAL

The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest Bidder, waive any irregularities or informalities or both, to reject any or all proposals, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

CHANGES TO THE BID

Should any prospective Bidder be in doubt as to the true meaning of any portion of the Request for Bid/Proposal, or should the Bidder find any patent ambiguity, inconsistency, or omission therein, the Bidder shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the Purchasing Manager by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info . Any addendum issued by the City shall become part of the Bid Proposal and shall be taken into account by each bidder in preparing their proposal.

TAX EXEMPT STATUS

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful bidder with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful bidder for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

NON DISCRIMINATION

In the hiring of employees for the performance of work under this contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF PROPOSAL CONTENT

Should a contract ensue, the contents of the proposal of the successful Bidder may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

MATERIAL SUBMITTED

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

INCURRING COSTS

The City of Novi is not liable for any costs incurred by bidders prior to issuance of a contract.

DISCLOSURE OF PROPOSAL CONTENT

After contract award, and upon written request, a summary of total price information for all submissions will be posted on the MITN website at www.mitn.info.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offerer certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

(a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offerer or with any other Competitor; and

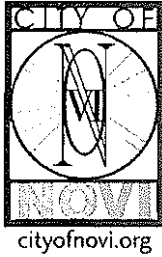
(b) No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

(c) He is the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or

(d) He is not the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



CITY OF NOVI
PRINTING SERVICES --
SPECIALTY PUBLICATIONS/ITEMS
SPECIFICATIONS

1. ANNUAL CALENDAR

Quantity: 30,000 (once annually)

Publication will be supplied to printer as a high-resolution PDF

11 x 8.5 " finished size

32 pages, four-color process, 80# matte coated text #2 grade

4 page cover, four-color process, 80# gloss enamel cover, #2 grade

8 page section of advertising, two-color process (black and PMS), 70# white offset opaque

1 pull out map (center) 17 x22 inch, folded, four-color process. 80# gloss white text

6 inch two-sided one color postcard stitched into binding

Calendar is saddle stitched and has a ¼" hole drilled for hanging

Route sorted and delivered to Novi and Northville Post Offices, Novi Civic Center

2. RESIDENT HANDBOOK

Quantity: 1,000 (once annually)

Publication will be supplied to printer as a high-resolution PDF

108-pages, full-color process, 8.5 x 11", 70# matte

Front and back cover, full-color process, 9 x 11", 130# gloss enamel cover

8 pages tabs

Spiral bound

Delivered to Novi Civic Center

3. SENIOR NEWSLETTER (new publication)

Quantity: 7,000 (four times annually)

Publication will be supplied to printer as a high-resolution PDF

8-page newsletter 8 ½ x 11 folded to 8 ½ x 5 ½ two-color process throughout-saddle stitched

80# paper (at least 30% post-consumer recycled)

Delivered to the Senior Center

4. **ENGAGE!** (community program/recreation guide)
Quantity: 30,000 (three times annually)
Publication to be supplied to the printer as a high-resolution PDF

Option 1:

68-page guide 8 ½ x 11, four-color process throughout-saddle stitched
6 inch two-sided one color postcard stitched into binding
70# paper (at least 30% post-consumer recycled)

Option 2:

68-page guide 8 ½ x 11, four-color process throughout-perfect bound
6 inch two-sided one color postcard stitched into binding
100# gloss cover
70# gloss text pages

** City of Novi reserves the right to decide which paper and binding option will be used for this publication.*

Route sorted and delivered to Novi and Northville Post Offices, Novi Civic Center

5. **THEATRE PROGRAM COVER**
Quantity: 5,000 (twice annually)
Artwork to be supplied to the printer as a high-resolution PDF

8 ½ x 11 folded to 8 ½ x 5 ½ , four-color process
120# Gloss

Delivered to the Novi Civic Center

6. **THEATRE SEASON POSTCARDS**
Quantity: 30,000 (once annually)
Artwork to be supplied to the printer as a high-resolution PDF

Two-sided post card 6 x 9" , four-color process
120# Gloss

Route sorted and delivered to Novi and Northville Post Offices, Novi Civic Center

7. **PROPOSED ANNUAL BUDGET**
Quantity: 55 (once – completed by April 1)
Artwork to be supplied electronically in sections.

Tabs: 23 sheets size 9 x 11 – 5 Bank 15 positions – 8 Bank 8 positions.
Clear mylar on tabs.
No printing on divider page.

Text Pages: 130 sheets size 8.5 x 11
Mixed Color Digital / black two sides
20# bond

Finishing: 3 Hole Punch.

Please Note: Index dividers to be produced and delivered to City in February. Artwork to be supplied to printer in sections. Each section will be electronically supplied to printer as it is completed (usually in the last 2 days of March). Each section will be printed and collated with a color sheet to separate each set and delivered to the City as soon as each section is printed. City staff will collate the sections, insert index dividers and put in binders (provided by City).

Deliver to the Novi Civic Center

8. ANNUAL BUDGET

Quantity: 75 (once by June 30)

Artwork to be supplied to the printer as a high-resolution PDF

Front/Back Covers: 2 sheets size 9 x 11 "
4 colors (Color Digital) front
on stock Coated Cover #2 - White - 130 lb

Tabs: 23 sheets size 9 x 11 – 5 Bank 15 positions – 8 Bank 8 positions
Clear mylar on tabs.
4 colors (Color Digital) printing on front of divider
C1S Cover - White – 8pt

Text Pages: 130 sheets size 8.5 x 11
Mixed Color Digital / black two sides
White Offset - 28 lb

Finishing: Collate – GBC bind with Customer supplied 1.5" combs.

Deliver to the Novi Civic Center

9. STATE-OF-THE-CITY INVITATIONS/ENVELOPES

Quantity: 1,000 (once annually)

Artwork to be supplied to the printer as a high-resolution PDF

Large Invites/Envelope and Response Card/Envelope

Large Invite Envelope (A6): 4.75 x 6.5"
One-color

Response Envelope - A-2 Envelope: 4.375 x 5.75"
One-color

Large Invite: 6.25 x 4.5"
Four-color front, bright white 100#

Response Card: 4 x 5.5"

Four-color front, 100#

City will provide excel spreadsheet of addresses and indicia. Envelopes will be printed by contractor and mailed.

10. ANNUAL APPRECIATION DINNER INVITATIONS/ENVELOPES

Quantity: 1,000 (once annually)

Artwork to be supplied to the printer as a high-resolution PDF

Large Invite/Envelope with Menu Card

A7 lined envelope: 5.25 x 7.25"

One-color, 28#

Large invite: 5 x 7"

Two-colors, 100# stock

Menu Card: 5 x 4.25"

Delivered to Novi Civic Center

11. ANNUAL APPRECIATION DINNER PROGRAMS

Quantity: 600 (once annually)

Artwork to be supplied to the printer as a high-resolution PDF

Cover

4 Pages, 5.5 x 8.5 " (portrait)

2 Colors Front

Stock: Coated Cover – Euro Art Satin Cover - White - 100 lb

Trim To Size, Stitch To Inside Pages

Inside Pages

1 Section of 8 Pages

One color

Stock: Coated Book #2 - Euro Art Satin Text - White - 100 lb

Deliver to Novi Civic Center

MAILING

Customer provided mailing list zip + 4 processing

Ink-Jet address Automated Presort-Customer Permit #

Deliver to Novi Post Office, Northville Post Office and Novi Civic Center

MISCELLANEOUS

Carton, pack, and deliver to Novi Post Office, Northville Post Office and Novi Civic Center

Twenty Five advanced copies are needed at least one day prior to post office delivery
A PDF for website posting must be available with the advanced copies

No charge will be allowed for packing and crating. No insurance or parcel post, UPS or Federal Express charges will be allowed unless authorized by the City. All materials are to be packed in a manner allowing their proper storage without damage through exposure.

The contractor shall provide pre-press proofs or PDF proofs as determined by the City along with original copy for the City's review and approval. Corrections will be returned to the contractor marked "OK," "OK with corrections," or "Revised Proof Required," and signed by the City.

An on-site visit of your plant to examine the equipment and facilities; and, to determine the ability of the contractor, to perform the work in accordance with the requirements is mandatory. This will be part of the evaluation process

BID SUBMITTALS

Contractor must include production and delivery timeframe in proposal.

Contractor must provide costs for rush charges.

The contractor must provide a sample of similar projects completed within the past six months with the bid package.

The contractor must provide three references for which they have produced similar products.

SAMPLES OF CITY OF NOVI PUBLICATIONS

The Annual Report Calendar and Engage! publications are included on the MITN/Bidnet website along with this bid package.

A package of printed samples may be obtained at the Information Desk at the Novi Civic Center, 45175 W. Ten Mile Rd., Novi, MI 48375. A copy of the Annual Budget will also be available for viewing.

ALTERNATES

The Graphic Design Services Alternates will be only be awarded in conjunction with the accompanying printing item.



CITY OF NOVI
GENERAL CONDITIONS

PREPARATION OF BID/ REQUEST FOR PROPOSALS

1. Bidders/Proposers are expected to examine specifications and all instructions. Failure to do so will be at the bidder's risk.
2. The City of Novi is not liable for any costs incurred by bidders/proposers prior to issuance of an award/contract. Each bidder/proposer shall furnish all information required in the Bid/RFP package. Any erasures or changes must be initialed by the person signing the bid/proposal form. Corrections or modifications received after the closing time specified will not be accepted.
3. The City of Novi reserves the right to amend this bid prior to the bid opening date indicated. Only written addenda will be binding. If upon review, material errors in specifications are found, contact the Purchasing Department immediately, prior to the bid opening date to allow for review and subsequent clarification on the part of the City of Novi.

SUBMISSION OF BID/REQUEST FOR PROPOSALS

1. To be considered, each firm must submit a complete response. The bid/proposal must be signed by an authorized agent of the bidding/proposing firm to bind the submitter to its provisions.
2. An unbound original proposal with the required number of copies of the bid/proposal shall be submitted in a sealed envelope and shall include the following information on the face of the envelope:

Bidder's/Proposer's Name
Address
Name of Bid/RFP

Failure to do so may result in a premature opening or failure to open such proposal. Bidders must use attached bid proposal form when included. Those which do not comply with these conditions are subject to rejection.

3. Should any prospective bidder/proposer be in doubt as to the true meaning of any portion of this bid/RFP or should the prospective bidder/proposer find any patent ambiguity, inconsistency, or omission therein, the bidder/proposer shall make a written request for an official interpretation. Such request shall be submitted to the Purchasing Manager as specified in the Instructions to Bidders.

4. Such interpretation, as well as any additional information will be made only as an addendum which will be posted on the Michigan Intergovernmental Trade Network (MITN) website at www.mitn.info.
5. Bidders/Proposers are responsible for the timely receipt of their bid/RFP. Delays in the mail will not be considered. Any proposal received after the stated deadline will not be considered or opened. Faxed bids/proposals are not accepted.
6. A bid/RFP may be withdrawn by giving written notice to the Purchasing Director before the stated closing time. After the stated closing time, no bid/RFP may be withdrawn or canceled for a period of one hundred twenty (120) days after stated closing time.
7. The firm, by execution of the proposal, thereby declares that the proposal is made without collusion with any other person, firm, or corporation making any other proposal, or who otherwise would make a proposal.

DISCLOSURE

All information in the bidder's/proposer's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto.

CONSIDERATION OF PROPOSALS

1. In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the bidder/proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the bidder/proposer states in his/her proposal what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such proposal.

2. The Purchasing Manager hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.
3. Samples for testing may be requested by the City of Novi during bid/proposal evaluation. Samples shall be free to the City. Failure to provide samples or demonstrations on a timely basis will be justification for bid/proposal rejection.
4. All City of Novi purchases require a Material Safety Data Sheet, ("MSDS"), where applicable, in compliance with Miosha "Right To Know" law. The MSDS must include the following information:

- A. The chemical name and the common name of the toxic substance.
- B. The hazards or other risks in the use of the toxic substance, including:
 - 1) The potential for fire, explosion, corrosivity, and reactivity;
 - 2) The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
 - 3) The primary routes of entry and symptoms of overexposure.
- C. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
- D. The emergency procedure for spills, fire, disposal, and first aid.
- E. A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
- F. The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.

BID/RFP AWARD

- 1. Upon receipt of materials, each bid/proposal will be reviewed. Bids/proposals may be reviewed with respect to, but not limited to, the following factors:
 - A. Unit Price - In case of mistakes in extension, the unit price shall govern.
 - B. Total Price
 - C. Delivery Time
 - D. City of Novi's evaluation of vendor's ability to perform.
 - E. Vendor's past performance record
 - F. City of Novi's experience with products bid
 - G. Results of testing samples (if requested)
 - H. Specific needs and requirements of the City of Novi
 - I. References

The departmental recommendation will be placed on the agenda for action by the City Council.

- 2. The City of Novi reserves the right to award the bid/proposal in its entirety or to subdivide the award according to the best interests of the City of Novi.
- 3. After contract award, a summary of total price information for all submissions will be furnished to those vendors participating in the bid/RFP.
- 4. The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-

month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

TERMS

1. All bid prices will be based on F.O.B. (City of Novi) our location.
2. It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful bidder with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful bidder for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

3. Where applicable, a packing list shall accompany each shipment and shall include the following information:
 - A. Name and address of vendor
 - B. Name of requesting department
 - C. **CITY OF NOVI PURCHASE ORDER NUMBER**
 - D. Description of material shipped, including item numbers, quantity, number of packages.

4. Invoices shall be sent directly to:

THE CITY OF NOVI
ATTN: FINANCE DEPARTMENT
45175 West Ten Mile
Novi, Michigan 48375

INVOICES MUST CONTAIN THE CITY OF NOVI PURCHASE ORDER NUMBER IN ORDER TO BE PROCESSED.

5. Fund Out -The City of Novi shall be the final authority as to availability of funds and how such available funds are to be allotted and expended. In the event funds for this project/purchase are not made available or otherwise allocated, the City of Novi may terminate this contract upon thirty (30) days prior written notice to the contractor.
6. Non-Performance – If in the opinion of the City of Novi, the contractor fails to perform after reasonable notice, or the contractor willfully or negligently does not comply with specifications, requirements, terms and conditions of the contract, the City reserves the right to cancel the contract by means of written notification.

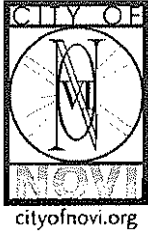
CHECK LIST FOR BIDDERS

All information required by the terms of the bid documents must be furnished.

MISTAKES OR OMISSIONS CAN RESULT IN THE REJECTION OF YOUR BID.

Important items for you to check are included in, but not limited to, those listed below. This checklist is furnished only to assist you in submitting a proper bid. Check as you read.

- _____ Is your bid properly signed? (refer to bid documents)
- _____ If required, have you entered a unit price for each bid item?
- _____ If required, have you entered the unit price or lump sum price in both words and figures? (unit price or lump sum price in words governs)
- _____ Are decimals in unit price in the proper places? Are your figures legible?
- _____ Are any corrections initialed?
- _____ Is the envelope containing your bid properly identified that it is a sealed bid and does it contain the correct project name and bid opening date?
- _____ If required, are references included?
- _____ Will your bid arrive on time? Late bids will not be considered. Bids must be received at the City Clerk's Office **before the time specified on the date specified.**
- _____ Are any bid bonds or bid deposits, if required, included in your bid package?
- _____ Addendum(s), if issued, acknowledged on your bid proposal?
- _____ Did you include an **unbound** original bid (**marked as "Original"**) plus the required number of copies of your bid?



**CITY OF NOVI, MICHIGAN
PURCHASING DEPARTMENT**
45175 W. TEN MILE RD.
NOVI, MI 48375
(248) 347-0446

**PRINTING SERVICES – SPECIALTY PUBLICATIONS/ITEMS
SIGNATURE FORM**

Bid submitted by:

Name (printed) _____ Title: _____

Company (Legal Registration) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

Signature _____ Date _____

For information on responding to this bid, contact Sue Morianti – Purchasing Manager, at smorianti@cityofnovi.org

Submittal of Bids: Bids must be delivered prior to the due date and time specified above to the City of Novi, City Clerk's Office, 45175 W. Ten Mile Rd., Novi, Michigan 48375. Bids must be submitted by person or mail. Faxed quotations will not be accepted.

THE BID ENVELOPE MUST BE IDENTIFIED WITH THE FULL BID NAME AND DUE DATE.

THIS PAGE IS PAGE ONE OF THE PROPOSAL FORM. FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

NOTICE TO BIDDERS:

The City of Novi officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of bid documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued.

If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.govbids.com, and obtain an official copy.

5. **Theatre Program Cover**
Quantity: 5,000 (two issues annually)
\$ _____ per issue
Production/delivery time _____

6. **Theatre Season Postcards**
Quantity: 30,000 (once annually) \$ _____ annually
Production/delivery time _____

7. **Proposed Annual Budget**
Quantity: 55 (once annually) \$ _____ annually
Production/delivery time 1-3 days end of March

8. **Annual Budget**
Quantity: 80 (once annually) \$ _____ annually
Production/delivery time _____

9. **State of the City Invitations/Envelopes**
Quantity: 1,000 (once annually) \$ _____ annually
Production/delivery time _____

10. **Annual Appreciation Dinner Invitations/Envelopes**
Quantity: 1,000 (once annually) \$ _____ annually
Production/delivery time _____

11. **Annual Appreciation Dinner Programs**
Quantity: 600 (once annually) \$ _____ annually
Production/delivery time _____

PRINTING RUSH CHARGES _____

DISCOUNT IF AWARDED ALL 11 ITEMS _____ %

ALTERNATES

(to be awarded in conjunction with accompanying bid item above)

ALTERNATE #1 – Graphic Design Services
Annual Calendar (once annually) \$ _____ annually

ALTERNATE #2 – Graphic Design Services
Resident Handbook (once annually) \$ _____ annually

ALTERNATE #3 – Graphic Design Services
Senior Newsletter (four times annually) \$ _____ per issue

ALTERNATE #4 – Graphic Design Services
Engage! (three times annually) \$ _____ per issue

ALTERNATE #5 – Graphic Design Services
Theatre Program Cover (two times annually) \$ _____ per issue

ALTERNATE #6 – Graphic Design Services
Theatre Season Postcards (once annually) \$ _____ annually

ALTERNATE #7 – Graphic Design Services
Proposed Annual Budget _____ done as part of #8

ALTERNATE #8 – Graphic Design Services
Annual Budget (once annually) \$ _____ annually

ALTERNATE #9 – Graphic Design Services
State of the City Invitations/Envelopes
(once annually) \$ _____ annually

ALTERNATE #10 – Graphic Design Services
Annual Appreciation Dinner Invitations/Envelopes
(once annually)

\$ _____ annually

ALTERNATE #11– Graphic Design Services
Annual Appreciation Dinner Programs
(once annually)

\$ _____ annually

REFERENCES:

1. Company Name _____

Address _____

City, State, Zip _____

Contact person _____

Phone number _____

2. Company Name _____

Address _____

City, State, Zip _____

Contact person _____

Phone number _____

3. Company Name _____

Address _____

City, State, Zip _____

Contact person _____

Phone number _____

Samples included? Yes No

We acknowledge receipt of the following Addendums:
(please indicate numbers below)

Comments: _____
