



cityofnovi.org

CITY of NOVI CITY COUNCIL

Agenda Item F
March 3, 2008

SUBJECT: Approval of award to University Lithoprinters for design and printing of the Annual Report Calendar in the amount of \$29,265.

SUBMITTING DEPARTMENT: Neighborhood and Business Relations

CITY MANAGER APPROVAL: *[Signature]*

BACKGROUND INFORMATION:

For the past three years, University Lithoprinters has produced the Annual Report City Calendar with the contract expiring in 2007. Neighborhood and Business Relations is working with Parks, Recreation & Forestry to develop a comprehensive printing bid package which will include the enhanced Rec Guide, Annual Calendar, Resident Handbook, flyers, etc.

Since bids were not received prior to the need to print this year's calendar, staff solicited quotes for the printing which are outlined below:

| | |
|--------------------------|--|
| University Lithoprinters | \$ 29, 265 |
| JPS Marketing | 39, 500 |
| Kinkos | 147,500 (cost at \$5 per calendar, would need to outsource binding and assembling) |

University Lithoprinters was granted an extension of their contract for this year's calendar as they provided the lowest quote.

RECOMMENDED ACTION: Approval of award to University Lithoprinters for design and printing of the Annual Report Calendar in the amount of \$29,265.

| | 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 | | | | |



UNIVERSITY LITHOPRINTERS
 4150 VARSITY DRIVE
 ANN ARBOR MI 48108
 ANN ARBOR 734.973.9414
 FAX 734.973.2884

6360

Invoice No. 43995
 Date 12/21/2007
 Customer No. 000000001609
 Job No. 13620
 Customer PO
 Salesperson MARILYN BEALAFELD

RECEIVED

FEB 22 2008

CITY OF NOVI
 FINANCE

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CITY OF NOVI
 45175 W TEN MILE
 NOVI MI 48375

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CITY OF NOVI
 45175 W TEN MILE
 ATTN: SHERLY WALSH
 NOVI MI 48375

| QUANTITY | DESCRIPTION | UNIT PRICE | PRICE |
|----------|---|------------|-----------|
| 29,500 | 2008 CALENDAR 28 + 4PG REPLY + 8 PG AD + 8 PG MAP + COVER CV=4/4+AQU TX, MAP & AD=4/4 REPLY=1/1 SADDLESTITCH, PUNCH @ STITCHER - POSTAL WALK SORT | | 23,850.00 |
| 1 | ADD'L TO PRINT A REPLY CARD | | 1,925.00 |
| 1 | 1ST ROUND ALTS - REPLACE FILE - OUTPUT LO/RES IRIS FOR THE MAP | | 180.00 |
| 1 | ADD'L TO CHANGE THE AD SECTION FROM 2/2 TO 4/4 | | 585.00 |
| 1 | MAP SECTION - CUSTOMER SUPPLIED A FILE WITH THE WRONG BACKGROUND COLOR | | 600.00 |
| 1 | ALTERATIONS TO THE CALENDAR | | 485.00 |
| 1 | CREATE PDF OF CALENDAR | | 55.00 |
| 1 | DESIGN WORK AD PAGES | | 350.00 |
| 1 | DESIGN WORK COMMENT CARD | | 150.00 |
| 1 | RUSH DELIVERY | | 700.00 |
| 1,000 | MAPS 50 FLAT, 950 FOLDED | | 385.00 |

DATE REC'D _____
 ACCT # _____
 APPROVED FOR _____
 PAYMENT BY *Shery Walsh*
 COMMENTS: _____

Invoices past due are subject to a service charge of 1 1/2% per month, per annum is 18%.

Terms: NET 30 DAYS

Sub Total: 29,265.00
 Tax: 0.00
 Shipping & Handling: 0.00
 Deposit: 0.00
 Total: 29,265.00