

CITY of NOVI CITY COUNCIL

Agenda Item C
July 6, 2009

SUBJECT: Approval of contract award renewal to Accuform for printing of the Theatre Program Cover, Theatre Postcards, Proposed and Annual Budgets, State of the City Address Invitations, and the Annual Appreciation Dinner Invitations and Programs in the amount of \$6,030 for one year.

SUBMITTING DEPARTMENT: Neighborhood and Business Relations

CITY MANAGER APPROVAL: *[Signature]*

EXPENDITURE REQUIRED	\$ 6,030 (excluding design costs)
AMOUNT BUDGETED	\$ 12,390 (includes other printing costs)
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	208-693.00-960.630 (\$332.50) 208-693.00-960.631 (\$332.50) 208-693.00-960.632 (\$332.50) 208-693.00-960.633 (\$332.50) 208-693.00-960.634 (\$332.50) 208-693.00-960.635 (\$332.50) 101-299.00-900.000 (\$2,412) 101-299.00-881.350 (\$535) 101-299.00-882.000 (\$1,088)

BACKGROUND INFORMATION:

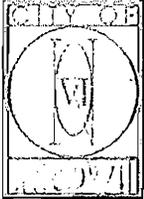
On July 28, 2008, City Council approved an award to Accuform, the low bidder for printing of the Theatre Program Cover, Theatre Postcards, Proposed and Annual Budgets, State of the City Address Invitations, and the Annual Appreciation Dinner Invitations and Programs in the amount of \$6,030 for one year with the option for two renewals.

Accuform has provided quality printing services of all items and we are confident they can continue to uphold these services in the coming year.

RECOMMENDED ACTION: Approval of contract award renewal to Accuform for printing of the Theatre Program Cover, Theatre Postcards, Proposed and Annual Budgets, State of the City Address Invitations, and the Annual Appreciation Dinner Invitations and Programs in the amount of \$6,030 for one year.

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

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



**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) Accuform/bail bonds Title: vice President

Company (Legal Registration) Accuform

Address 7231 Southfield

City Detroit State MI Zip 48228

Telephone 313-271-5600 Fax 313-271-4579

E-mail gail.johnson@accuform.net

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.

5. **Theatre Program Cover**
 Quantity: 5,000 (two issues annually) \$ 598.90 per issue ✓
 Production/delivery time 5 Days from Proof Approval
6. **Theatre Season Postcards**
 Quantity: 30,000 (once annually) \$ 1,397.00 annually ✓
 Production/delivery time 6 Days from Proof Approval
7. **Proposed Annual Budget**
 Quantity: 55 (once annually) \$ 832.00 annually ✓
 Add \$19 for ea. color page
 Production/delivery time 1-3 days end of March
8. **Annual Budget**
 Quantity: 80 (once annually) \$ 1,580.00 annually ✓
 Add \$19 for each color page
 Production/delivery time 3-5 Days
9. **State of the City Invitations/Envelopes**
 Quantity: 1,000 (once annually) \$ 535.00 annually ✓
 Production/delivery time 5 Days
10. **Annual Appreciation Dinner Invitations/Envelopes**
 Quantity: 1,000 (once annually) \$ 559.00 annually ✓
 Production/delivery time 5 Days
11. **Annual Appreciation Dinner Programs**
 Quantity: 600 (once annually) \$ 529.00 annually ✓
 Production/delivery time 5 Day from Proof Approval

PRINTING RUSH CHARGES N/A

DISCOUNT IF AWARDED ALL 11 ITEMS 1.5%

ALTERNATES

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

ALTERNATE #1 – Graphic Design Services
Annual Calendar (once annually) \$ 4,100.00 annually

ALTERNATE #2 – Graphic Design Services
Resident Handbook (once annually) \$ 4,975.00 annually

ALTERNATE #3 – Graphic Design Services
Senior Newsletter (four times annually) \$ 200.00 per issue

ALTERNATE #4 – Graphic Design Services
Engage! (three times annually) \$ 4,420.00 per issue

ALTERNATE #5 – Graphic Design Services
Theatre Program Cover (two times annually) \$ 95.00 per issue

ALTERNATE #6 – Graphic Design Services
Theatre Season Postcards (once annually) \$ 125.00 annually

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

ALTERNATE #8 – Graphic Design Services
Annual Budget (once annually) \$ 5,125.00 annually

ALTERNATE #9 – Graphic Design Services
State of the City Invitations/Envelopes
(once annually) \$ 125.00 annually

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

\$ 125.00 annually

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

\$ 375.00 annually

REFERENCES:

1. Company Name City of Detroit - Elections
Address West Grand Blvd.
City, State, Zip Detroit, MI
Contact person George Hzzouz
Phone number 313-433-1028
2. Company Name Pontiac Osteopathic Hospital - McLaren Hospital
Address 69 W. Huron
City, State, Zip Pontiac, MI
Contact person Teresa Rodges
Phone number 248-338-5310
3. Company Name Midwest Health Plan.
Address 5050 Schaefer Rd.
City, State, Zip Dearborn, MI 48126
Contact person Lee Majewski
Phone number 313-581-2600 x267

Samples included?

Yes

No

CITY OF NOVI
PRINTING SERVICES - SPECIALTY PUBLICATIONS

JULY 11, 2008
10:00 A.M.

	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			26,026		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			29,489		45,257	23,400	17,285	41,385	31,098
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	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