



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2021-0185

TO: Mayor and City Council Members
FROM: Bryan K. Barnett, Mayor
DATE: May 24, 2021
SUBJECT: Citywide Printing Services

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for citywide printing services to Image Printing, Inc., Royal Oak, Michigan for a total amount not-to-exceed \$106,100.00 for a one year term.

REASON FOR PURCHASE:

The City requires the purchase of citywide printing services including but not limited to newsletters, brochures, and letterhead. In March 2021, a Request for Proposal was solicited on MITN and three competitive proposals were received. One of the proposals was deemed non-responsive as they did not provide any of the required samples and did not propose on all the printing items. The two remaining proposals were evaluated by a committee consisting of staff from the Museum, Fiscal, Mayor's Office and Purchasing and determined the proposal received from Image Printing, Inc. of Royal Oak, MI was the best value given their experience and quality of work for the citywide printing services.

Image Printing, Inc. has performed these services in the past in a professional and satisfactory manner.

The City recommends to contract with Image Printing, Inc. for citywide printing for a one year term. The City's contract calls for the option to renew for two (2) additional one-year terms.

PROCESS:

Vendor Name and Address:

Image Printing, Inc.
1902 Crooks Road
Royal Oak, MI 48073

Reason for Selection:

Qualifications, Experience, Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2021 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
101 - General Fund	102 - City Council	900000 - P&P	\$500	\$500	\$0
101 - General Fund	171 - Mayor's	900000 - P&P	\$67,000	\$67,000	\$0
101 - General Fund	201 - Accounting	900000 - P&P	\$600	\$600	\$0
101 - General Fund	209 - Assessing	900000 - P&P	\$700	\$700	\$0
101 - General Fund	215 - Clerks	900000 - P&P	\$1,000	\$1,000	\$0
101 - General Fund	233 - HR	900000 - P&P	\$200	\$200	\$0
101 - General Fund	253 - Treasury	900000 - P&P	\$650	\$650	\$0
101 - General Fund	276 - Cemetery	900000 - P&P	\$2,500	\$2,500	\$0
101 - General Fund	371 - Building	900000 - P&P	\$3,000	\$3,000	\$0
101 - General Fund	372 - Ordinance	900000 - P&P	\$3,000	\$3,000	\$0
101 - General Fund	401 - Planning	900000 - P&P	\$3,500	\$3,500	\$0
101 - General Fund	756 - Parks	900000 - P&P	\$4,000	\$4,000	\$0
101 - General Fund	774 - Natural Resources	900000 - P&P	\$1,400	\$1,400	\$0
101 - General Fund	802 - Museum	900000 - P&P	\$4,000	\$4,000	\$0
202 - Major Road	472 - Traffic Services	900000 - P&P	\$100	\$100	\$0
202 - Major Road	492 - Administration	900000 - P&P	\$100	\$100	\$0
203 - Local Streets	474 - Traffic Services	900000 - P&P	\$200	\$200	\$0
206 - Fire Fund	206 - Administration	900000 - P&P	\$1,450	\$1,450	\$0
206 - Fire Fund	341 - Community Risk Reduction Division	900000 - P&P	\$1,700	\$1,700	\$0
244 - Water Resources	244 - Water Resources	900000 - P&P	\$900	\$900	\$0
592 - W&S Fund	510 - Sewer	900000 - P&P	\$500	\$500	\$0
592 - W&S Fund	530 - Water	900000 - P&P	\$3,500	\$3,500	\$0
631 - Facilities	631 - Facilities	900000 - P&P	\$2,000	\$2,000	\$0
636 - MIS	636 - MIS	900000 - P&P	\$1,000	\$1,000	\$0
661 - Fleet	661 - Fleet	900000 - P&P	\$100	\$100	\$0
848 - LDFA	848 - LDFA	900000 - P&P	\$2,500	\$2,500	\$0
		TOTAL	\$106,100	\$106,100	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize the award the contract for a contract/blanket purchase order for citywide printing services to Image Printing, Inc. for a total amount not-to-exceed \$106,100.00 for one year and further authorize the Mayor to execute the contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A