



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2023-0290 Version 2

TO: Mayor and City Council Members

FROM: Joe Snyder, Chief Financial Officer x2534

DATE: September 25, 2023

SUBJECT: Increase to Blanket Purchase Order for Citywide Printing Services

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order for Citywide Printing Services in the amount of \$10,000 for a new not-to-exceed amount of \$122,650 through May 31, 2024 to Image Printing, Inc., of Royal Oak, Michigan.

REASON FOR PURCHASE:

The City requires the purchase of citywide printing services including but not limited to newsletters including the Hills Herald, other booklets, inserts, brochures, and letterhead. In March 2021, a Request for Proposal was solicited on MITN and competitive proposals were received and evaluated. Image Printing, Inc. of Royal Oak, MI was selected as the vendor providing the best value given their experience and quality of work for the citywide printing services. Earlier this year, City Council approved the renewal year agreement with Image Printing, Inc. in the amount not to exceed \$112,650.

On July 10, 2023 the Rochester Hills City Council approved the Ballot Language for the Special Police Millage I and Special Police Millage II Renewal and Combination to be placed on the November 7, 2023 General Election Ballot. City Council also approved and appropriation of up to \$25,000 for resident educational materials (a mailer) related to the Special Police Millage renewal, primarily to provide for the printing and postage of the educational mailer. The \$25,000 appropriation was allocated as \$10,000 for printing services and \$15,000 for postage.

PROCESS:

Vendor Name and Address:

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

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2023 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund – City Council	102.900000	Printing & Publishing	\$10,000	\$10,000	\$0
Citywide	xxx.900000	Citywide Printing & Publishing	\$112,650	\$112,650	\$0
		Total	\$122,650	\$122,650	\$0

RECOMMENDATION:

It is recommended that authorize an increase to the blanket purchase order for Citywide Mailing Services in the amount of \$10,000 for a new not-to-exceed amount of \$122,650 through May 31, 2024 to Image Printing, Inc., of Royal Oak, Michigan.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A