



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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Rochester Hills, MI 48309
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Legislative File No: 2024-0351

TO: Mayor and City Council Members
FROM: Bryan K. Barnett, Mayor
DATE: July 29, 2024
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 \$410,340.00 for a three-year term to expire July 31, 2027 and further authorize the Procurement Manager to execute an agreement on behalf of the City.

REASON FOR PURCHASE:

The City requires the purchase of citywide printing services including but not limited to newsletters, brochures, water bill inserts and letterhead. In May 2024, a Request for Proposal was solicited on MITN and only one proposal was received before the deadline. The City extended the due date and contacted additional vendors; however the only proposal received was from the incumbent, Image Printing, Inc. of Royal Oak, MI. The evaluation committee consisting of staff from the Fire, Fiscal, and Mayor's Office determined Image Printing Inc. of Royal Oak, MI was the best value given their experience and quality of work for the citywide printing services.

With Image Printing being the sole proposer, the purchasing division conducted an analysis of the proposed contract pricing from this solicitation to the previous contract pricing which was solicited and contracted for in 2021. For the 135 items the City requested pricing for, the overall price increase, in a three (3) year period is approximately 4%. Purchasing researched the Producer Price Index (PPI) for paper and paperboard for the same time period and found paper and paperboard indicis were significantly higher; and has determined Image Printing's pricing is fair and reasonable, and that based on their experience with the City, and our satisfaction with their services, we are recommending award to Image Printing as the best value proposer.

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 2024 Adopted Budget and the FY 2025-2027 Projected Budgets

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	Remaining Budget
101 - General Fund	102 - City Council	900000 - P&P	\$4,500	\$4,500	\$0
101 - General Fund	171 - Mayor's	900000 - P&P	\$261,090	\$261,090	\$0
101 - General Fund	201 - Accounting	900000 - P&P	\$1,800	\$1,800	\$0
101 - General Fund	209 - Assessing	900000 - P&P	\$2,100	\$2,100	\$0
101 - General Fund	215 - Clerks	900000 - P&P	\$3,000	\$3,000	\$0
101 - General Fund	233 - HR	900000 - P&P	\$600	\$600	\$0
101 - General Fund	253 - Treasury	900000 - P&P	\$4,800	\$4,800	\$0
101 - General Fund	276 - Cemetery	900000 - P&P	\$7,500	\$7,500	\$0
101 - General Fund	371 - Building	900000 - P&P	\$9,000	\$9,000	\$0
101 - General Fund	372 - Ordinance	900000 - P&P	\$9,000	\$9,000	\$0
101 - General Fund	401 - Planning	900000 - P&P	\$18,000	\$18,000	\$0
101 - General Fund	756 - Parks	900000 - P&P	\$19,500	\$19,500	\$0
101 - General Fund	759 - Grounds Maintenance	900000 - P&P	\$300	\$300	\$0
101 - General Fund	774 - Natural Resources	900000 - P&P	\$4,200	\$4,200	\$0
101 - General Fund	802 - Museum	900000 - P&P	\$21,000	\$21,000	\$0
202 - Major Road	472 - Traffic Services	900000 - P&P	\$300	\$300	\$0
202 - Major Road	492 - Administration	900000 - P&P	\$300	\$300	\$0
203 - Local Streets	474 - Traffic Services	900000 - P&P	\$600	\$600	\$0
206 - Fire Fund	206 - Administration	900000 - P&P	\$4,950	\$4,950	\$0
206 - Fire Fund	341 - Community Risk Reduction Division	900000 - P&P	\$9,000	\$9,000	\$0
244 - Water Resources	244 - Water Resources	900000 - P&P	\$2,700	\$2,700	\$0

592 - W&S Fund	510 - Sewer	900000 - P&P	\$1,500	\$1,500	\$0
592 - W&S Fund	530 - Water	900000 - P&P	\$10,500	\$10,500	\$0
631 - Facilities	631 - Facilities	900000 - P&P	\$6,000	\$6,000	\$0
661 - Fleet	661 - Fleet	900000 - P&P	\$600	\$600	\$0
848 - LDFA	848 - LDFA	900000 - P&P	\$7,500	\$7,500	\$0
		TOTAL	\$410,340	\$410,340	\$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 \$410,340.00 for three years and further authorize the Procurement Manager to execute an agreement on behalf of the City.

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