



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: 2012-0216

TO: Mayor and City Council Members
FROM: Jane Leslie, Clerk 248-841-2461
DATE: June 7, 2012
SUBJECT: Official City Newspaper – Blanket Purchase Order

REQUEST:

City Council authorization of a blanket purchase order to Oakland Press, 48 W. Huron St., Pontiac, MI 48342 as the “official city newspaper” in the amount not-to-exceed \$40,000.00 through June 30, 2015.

REASON FOR PURCHASE:

The City contracts for printing and publishing of legal and other notices that are required by State Law for public notification in a newspaper of general circulation. Qualification criteria required for the official city newspaper is established by State statute (MSA 27.803).

The Purchasing Department prepared and posted the Request for Proposal on the Michigan Intergovernmental Trade Network (MITN) and received two proposals. The proposal being selected is from the Oakland Press. The Oakland Press is a daily newspaper with general circulation providing home delivery or online subscriptions. The Oakland Press is being proposed as the lowest, responsive, responsible proposer as the proposal will save the City approximately \$1,000 per year in publication costs. Additionally, their publication schedule allows more flexibility for publishing as they publish daily.

PROCESS:

Vendor Name and Address:

Oakland Press
48 W. Huron St.
Pontiac, MI 48342

Reason for Selection:

Lowest Cost

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Election	191.900000	Printing & Publishing	1,000	1,000	0
Clerk	215.900000	Printing & Publishing	10,000	10,000	0
Human Resources	233.900000	Printing & Publishing	250	250	0
Board of Review	247.900000	Printing & Publishing	550	550	0
Planning Commission	400.900000	Printing & Publishing	750	750	0
Zoning Board of Appeals	410.900000	Printing & Publishing	1,000	1,000	0
Forestry	794.900000	Printing & Publishing	100	100	0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order to Oakland Press as the “official city newspaper” for printing and publishing of legal and other notices in the amount not-to-exceed \$40,000.00 through June 30, 2015 and further authorize the Mayor to execute a contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		