



**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: 2008-0585

TO: Mayor and City Council Members
FROM: Jane Leslie, City Clerk
DATE: November 12, 2008
SUBJECT: Official City Newspaper

REQUEST:

City Council authorization of a blanket purchase order to The Observer & Eccentric Newspapers as the "official city newspaper" in the amount not-to-exceed \$70,000.00 through December 31, 2011.

REASON FOR PURCHASE:

The City contracts for printing and publishing of legal and other notices that are required 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).

Requests for Proposals were solicited and one proposal was received and reviewed. The Observer & Eccentric Newspapers was selected with in compliance with the general requirements of the scope of work and providing a good value for the City. The Observer & Eccentric held the previous 3-year contract as the official newspaper, providing excellent service, accuracy and accountability. Pricing per column inch remains firm with affidavits of publication at no additional cost.

PROCESS:

Vendor Name and Address:

The Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, Michigan 48150

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Clerks	215.900000	Printing & Publishing	\$10,000	\$10,000	0
Elections	191.900000	Printing & Publishing	\$1,000	\$1,000	0
Board of Review	247.900000	Printing & Publishing	\$550	\$550	0
Planning Commission	400.900000	Printing & Publishing	\$1750	\$1750	0
Zoning Board of Appeals	410.900000	Printing & Publishing	\$1000	\$1000	0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order to The Observer & Eccentric Newspapers as the “official city newspaper” for printing and publishing of legal and other notices in the amount not-to-exceed \$70,000.00 through December 31, 2011 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		