



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: 2015-0311

TO: Mayor and City Council Members
FROM: Tina Barton, City Clerk
DATE: July 31, 2015
SUBJECT: Official City Newspaper

REQUEST:

City Council is requested to authorize a blanket purchase order to The Oakland Press, Pontiac, Michigan 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, 2018.

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 City solicited Request for Proposals utilizing the Michigan Intergovernmental Trade Network (MITN) and received two proposal responses back. An evaluation committee reviewed the responses and is recommending award to The Oakland Press. The Oakland Press is the lowest, responsive, responsible proposers based on their cost per column inch. Additionally, their publication schedule allows more flexibility for publishing for the City, as they publish daily.

PROCESS:

Vendor Name and Address:

The Oakland Press
48 W. Huron Street
Pontiac, MI 48342

Reason for Selection:

Lowest, responsive, responsible proposer

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the 2015 Adopted Budget and 2016-2017 Projected Budgets.

| Fund Name | Department Account No | Account No. Description | 3-Year Budget Amount | 3-Year Cost | 3-Year Remaining Budget |
|--------------|-----------------------|--|----------------------|-----------------|-------------------------|
| General Fund | 191.900000 | Elections: Printing & Publishing | \$3,000 | \$3,000 | \$0 |
| General Fund | 215.900000 | Clerks: Printing & Publishing | \$16,200 | \$12,780 | \$3,420 |
| General Fund | 233.900000 | Human Resources: Printing & Publishing | \$12,000 | \$12,000 | \$0 |
| General Fund | 247.900000 | Board of Review: Printing & Publishing | \$1,020 | \$1,020 | \$0 |
| General Fund | 253.900000 | Treasury: Printing & Publishing | \$900 | \$900 | \$0 |
| General Fund | 400.900000 | Planning Commission: Printing & Publishing | \$7,000 | \$7,000 | \$0 |
| General Fund | 410.900000 | ZBA: Printing & Publishing | \$3,000 | \$3,000 | \$0 |
| General Fund | 774.900000 | Forestry: Printing & Publishing | \$300 | \$300 | \$0 |
| | | GRAND TOTAL | \$43,420 | \$40,000 | \$3,420 |

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order to The 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, 2018 and further authorizes 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 | | |
| Deputy Clerk | | |