



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2018-0154

**TO:** Mayor and City Council Members  
**FROM:** Bryan K. Barnett, Mayor  
**DATE:** April 23, 2018  
**SUBJECT:** Contract for Citywide Printing Services

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**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 \$78,450.00.

**REASON FOR PURCHASE:**

The City requires the purchase of citywide printing services including but not limited to newsletters, brochures, and letterhead. In February 2018, a Request for Proposal was solicited on MITN and three competitive proposals were received and evaluated. Image Printing, Inc. of Royal Oak, MI was selected as the vendor providing the best value and the most responsive, responsible proposal for the citywide printing services. Image Printing, Inc. has performed these services in the past in a professional and satisfactory manner.

As part of the FY 2015-17 Budget process, Administration increased several City Printing & Publishing account budgets to provide funding for increased informational publications for City residents and marketing materials to promote the City. The City previously distributed information to various stakeholders electronically, including the Hills Herald, other booklets, and inserts. Feedback from the stakeholders has determined the information was not being effectively received and the City is now transitioning to printing additional hardcopies of these materials.

The City recommends to contract with Image Printing, Inc. for citywide printing for a one (1) year term with options to renew for additional years.

**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 2018 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
101 - General Fund	102 - City Council	900000 - P&P	\$500	\$500	\$0
101 - General Fund	171 - Mayor's	900000 - P&P	\$35,250	\$35,250	\$0
101 - General Fund	201 - Accounting	900000 - P&P	\$850	\$850	\$0
101 - General Fund	209 - Assessing	900000 - P&P	\$700	\$700	\$0
101 - General Fund	215 - Clerks	900000 - P&P	\$1,000	\$1,000	\$0
101 - General Fund	233 - HR	900000 - P&P	\$200	\$200	\$0
101 - General Fund	253 - Treasury	900000 - P&P	\$650	\$650	\$0
101 - General Fund	276 - Cemetery	900000 - P&P	\$2,500	\$2,500	\$0
101 - General Fund	371 - Building	900000 - P&P	\$3,000	\$3,000	\$0
101 - General Fund	372 - Ordinance	900000 - P&P	\$2,300	\$2,300	\$0
101 - General Fund	401 - Planning	900000 - P&P	\$3,500	\$3,500	\$0
101 - General Fund	756 - Parks	900000 - P&P	\$8,500	\$8,500	\$0
101 - General Fund	774 - Forestry	900000 - P&P	\$400	\$400	\$0
101 - General Fund	802 - Museum	900000 - P&P	\$3,200	\$3,200	\$0
202 - Major Road	472 - Traffic Services	900000 - P&P	\$100	\$100	\$0
202 - Major Road	492 - Administration	900000 - P&P	\$100	\$100	\$0
203 - Local Streets	474 - Traffic Services	900000 - P&P	\$200	\$200	\$0
206 - Fire Fund	206 - Administration	900000 - P&P	\$1,500	\$1,500	\$0
206 - Fire Fund	341 - Community Risk Reduction Division	900000 - P&P	\$1,000	\$1,000	\$0
244 - Water Resources	244 - Water Resources	900000 - P&P	\$900	\$900	\$0
592 - W&S Fund	510 - Sewer	900000 - P&P	\$500	\$500	\$0
592 - W&S Fund	530 - Water	900000 - P&P	\$3,500	\$3,500	\$0
631 - Facilities	631 - Facilities	900000 - P&P	\$2,000	\$2,000	\$0
636 - MIS	636 - MIS	900000 - P&P	\$1,000	\$1,000	\$0
661 - Fleet	661 - Fleet	900000 - P&P	\$100	\$100	\$0
848 - LDFA	848 - LDFA	900000 - P&P	\$5,000	\$5,000	\$0
		<b>TOTAL</b>	<b>\$78,450</b>	<b>\$78,450</b>	<b>\$0</b>

**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 printing services for a total amount not-to-exceed \$78,450.00.

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		