

<b>Vendor Questionnaire</b>	
Firm Established/years in business	1981
Type of Organization	Corporation
How many employees	5 full-time and 2 part-time
How many yrs. proving printing svcs?	43 years
Name of customer service rep:	Kat Tufts 248.585.4080 impr1902@aol.com
List personnel responsible:	Rod Prisbe / 586.242.9399 cell / rod@a1office.net
How many current clients:	328
References provided?	References Provided.
Describe how the printing services of your firm address the needs of the City of RH	Have over 40 years experience serving City, County , State, Federal government agencies with cost effective printing & high quality work
Any subcontractors?	None for contract items listed in RFP; but if any banners were needed, subcontractor Signs 365 of Shelby Twp would be used
If yes, identify	N/A
Experience w/other customers for same type of services	Has 41 years of printing knowledge. From pre-press to press work. They have over 20 years of cost control/containment.
Detail on invoice	Sample invoice provided; qty, project, pricing, shipping date
Has a sample invoice been attached?	Yes
Equipment list:	List provided
Typical turnover time? Can a 24-hour turnaround time be met?	Can and HAVE provided 24 turnaround when needed; 48 hour turnaround with ready artwork.
Format preferred to receive projects:	Email or thru Image Printing portal on their website: www.imageprintingroyaloak.com
Process to delivery/pick-up:	All projects are delivered by Image Printing trucks.
List of other services	Banners, rubber stamps, notary stamps, copy paper, office supplies and promo items.
How are Vendor errors handled	Reprinted at no charge to the City
How are City errors handled	Reprinted at 30% discount for customer error
Will files be maintained to allow jobs to be reproduced as necessary: If yes, how long?	3 years from order
Stock samples provided upon request?	Yes
Will written quotes be provided for each job submitted? What information provided in quote?	Yes, if required
? printing process(sheet feed or web press)	Offset Press, Digital press and Web press
Sample of each item listed provided?	Yes
Meet City Insurance requirements?	Yes
Provided completed W-9?	Yes
Acknowledge all freight resp of Vendor:	Yes
Willing to extend to MITN Cooperative:	Yes
Additional information/Deviations/ Pts not addressed:	None Taken

**Proposed Pricing**

<b>Section 1</b>	
<b>Brochures &amp; Inserts:</b>	
a. Van Hoosen Jones Stoney Creek Cemetery	
Black plus four color, 2 sides	
Lot 500	\$99.00
Lot 1,000	\$158.00
Lot 5,000	\$390.00
b. Van Hoosen Jones Stoney Creek Cem. Insert	

**Citywide Printing Services**  
**RFP-RH-024-023**

Image Printing Company, Inc.  
 1902 Crooks Rd.  
 Royal Oak, MI 48316

	Black, 2 sides	
	Lot 500	\$42.00
	Lot 1,000	\$55.00
	Lot 5,000	\$175.00
c.	Rochester Hills Museum at Van Hoosen Farm	
	Black plus 4 colors, 2 sides	
	Lot 500	\$129.00
	Lot 1,000	\$200.00
	Lot 5,000	\$400.00
	Process used to create brochures	Offset
d.	Water and Sewer Billing Inserts	
	Acknowledge Attachment B	Yes
	<b>1. Deer Survey Brochure</b>	
	Lot 5,000	\$427.00
	Lot 10,000	\$701.00
	Lot 20,000	\$1,201.00
	<b>2. Mailer</b>	
	Lot 5,000	\$330.00
	Lot 10,000	\$450.00
	Lot 20,000	\$742.00
	<b>3. Mailer with Magnet</b>	
	Lot 5,000	\$2,300.00
	Lot 10,000	\$3,980.00
	Lot 20,000	\$6,310.00
<b>Section 2</b>		
<b>Newsletters and Booklets:</b>		
a.	Hills Herald or Van Hoosen Jones Stoney Creek Cemetery	#70 lb paper:
	Black plus four color, 2 sides	
	Lot 500	*see below
	Lot 1,000	*see below
	Lot 5,000	*see below
	Lot 500 (5 / 6 / 7 / 8 sheets)	\$300 / \$350 / \$400 / \$450
	Lot 1,000 (5 / 6 / 7 / 8 sheets)	\$500 / \$600 / \$700 / \$800
	Lot 5,000 (5 / 6 / 7 / 8 sheets)	\$2000 / \$2200 / \$2400 / \$2600
	Black, 2 sides	
	Lot 500	*see below
	Lot 1,000	*see below
	Lot 5,000	*see below
	Lot 500 (5 / 6 / 7 / 8 sheets)	\$130 / \$150 / \$170 / \$180
	Lot 1,000 (5 / 6 / 7 / 8 sheets)	\$180 / \$190 / \$200 / \$210
	Lot 5,000 (5 / 6 / 7 / 8 sheets)	\$400 / \$410 / \$420 / \$430
b.	Museum Visitor Newsletter	
	Black plus 4 colors, 2 sides	
	Lot 500	\$280.00
	Lot 1,000	\$555.00
	Lot 5,000	\$1,280.00
c.	Annual Water Quality Report	
	Black plus 4 colors, 2 sides	
	Lot 500	\$148.00
	Lot 1,000	\$268.00
	Lot 5,000	\$572.00
d.	Sponsorship Opportunity Guide	
	Black plus 4 colors, 2 sides	
	Lot 500	\$260.00
	Lot 1,000	\$470.00

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	Lot 5,000	\$1,380.00
e.	Annual Financial Summary Report	
	Black plus 4 colors, 2 sides	
	Lot 500	\$360.00
	Lot 1,000	\$640.00
	Lot 5,000	\$1,710.00
f.	School Tour Handout	
	Black plus 4 colors, 2 sides	
	Lot 500	\$148.00
	Lot 1,000	\$268.00
	Lot 5,000	\$572.00
	Process used to create newsletters:	Offset
<b>Section 3</b>		
<b>Forms:</b>		
a.	2 Part NCR	
	Black, one side Printing	
	Lot 500	\$44.00
	Lot 1,000	\$88.00
	Lot 5,000	\$180.00
	Black, two side printing	
	Lot 500	\$54.00
	Lot 1,000	\$98.00
	Lot 5,000	\$200.00
b.	3 Part NCR	
1	Size 8.5"x11" White, yellow, pink	
	Black, one side Printing	
	Lot 500	\$42.00
	Lot 1,000	\$72.00
	Lot 5,000	\$170.00
	Black, two side Printing	
	Lot 500	\$60.00
	Lot 1,000	\$70.00
	Lot 5,000	\$200.00
2	Size 5.5" x 8.5" White, yellow, pink	
	Black, one side Printing	
	Lot 500	\$25.00
	Lot 1,000	\$49.00
	Lot 5,000	\$150.00
	Black, two side Printing	
	Lot 500	\$35.00
	Lot 1,000	\$60.00
	Lot 5,000	\$165.00
3	Size 4.25" x 11: White, yellow, pink	
	Black, one side Printing	
	Lot 500	\$30.00
	Lot 1,000	\$60.00
	Lot 5,000	\$150.00
	Black, two side Printing	
	Lot 500	\$49.00
	Lot 1,000	\$61.00
	Lot 5,000	\$160.00
c.	4 Part NCR:	
1	Size 8.5" x 11" White, yellow, pink, goldenrod	
	Black, one side Printing	
	Lot 500	\$40.00
	Lot 1,000	\$60.00
	Lot 5,000	\$250.00

Black, two side Printing	
Lot 500	\$45.00
Lot 1,000	\$65.00
Lot 5,000	\$260.00
2 Size 5.5" x 8.5" White, pink, yellow, blue	
Black, one side Printing	
Lot 500	\$30.00
Lot 1,000	\$55.00
Lot 5,000	\$210.00
Black, two side Printing	
Lot 500	\$39.00
Lot 1,000	\$59.00
Lot 5,000	\$220.00
<b>Section 4</b>	
<b>"First Class Mail" Labels":</b>	
Lot 1,000	\$52.00
<b>Section 5</b>	
<b>Property Tags:</b>	
Lot 250	\$35.00
Lot 500	\$60.00
Lot 1,000	\$110.00
<b>Section 6</b>	
<b>Reflective Property Labels for Fire Dept.:</b>	
Roll 100	\$131.00
Roll 300	\$150.00
Roll 500	\$168.90
<b>Section 7</b>	
<b>Bounded Books:</b>	
AFSCME, Local 2494	
Lot 100	\$150.00
Lot 200	\$260.00
AFSCME, Local 1917.28	
Lot 100	\$499.00
Lot 200	\$560.00
<b>Section 8</b>	
<b>Tabs:</b>	
13 tab total (7 bank)	
Lot 100	\$239.00
Lot 500	\$525.00
13 tab total (6 bank)	
Lot 100	\$239.00
Lot 500	\$525.00
<b>Section 9</b>	
<b>Door Hangers:</b>	
Lot 500	\$34.00
Lot 1,000	\$44.00
Lot 2,500	\$106.00
<b>Section 10</b>	
<b>Letterhead:</b>	
City Hall Version	
Lot 15,000	\$55.10
Lot 25,000	\$54.00
Lot 50,000	\$46.00
Fire Department Version	
Lot 5,000	\$65.00
Lot 10,000	\$59.00
Lot 20,000	\$54.00
<b>Section 11</b>	
<b>Letterhead:</b>	
Museum	

Lot 10,000	\$78.00
Lot 20,000	\$60.00
<b>Section 12</b>	
<b>Envelopes - Matching item 10:</b>	
City Hall Version	
Lot 20,000	\$45.94
Lot 35,000	\$44.00
Fire Department Version	
Lot 5,000	\$53.80
Lot 10,000	\$47.00
Oakland County Sheriff's Office Version	
Lot 5,000	\$53.80
Lot 10,000	\$47.00
<b>Section 13</b>	
<b>Envelopes - Matching item 11:</b>	
Museum Version	
Lot 5,000	\$96.00
Lot 10,000	\$94.00
<b>Section 14</b>	
<b>Envelopes Window:</b>	
Lot 5,000	\$49.99
Lot 10,000	\$43.00
<b>Section 15</b>	
<b>Routing Slips:</b>	
Lot 500	\$290.00
<b>Section 16</b>	
<b>Business Cards:</b>	
Box of 500	\$42.00
Box of 75	\$39.00
<b>Section 17</b>	
<b>Folded Info Card:</b>	
Lot 5,000	\$50.00
<b>Section 18</b>	
<b>Mayor's Card:</b>	
Lot 1,000	\$90.00
Lot 2,500	\$85.00
<b>Section 19</b>	
<b>Mayor's Envelopes:</b>	
Lot 1,000	\$189.00
Lot 2,500	\$104.25
<b>Section 20</b>	
<b>Museum's Donation Envelopes:</b>	
Lot 1,000	\$65.00
Lot 2,500	\$57.00
<b>Section 21</b>	
<b>Two Pocket Presentation Folder:</b>	
Lot 1,000	\$860.00
Lot 5,000	\$590.00
<b>Section 22</b>	
<b>Candy Bar Wrappers:</b>	
Lot 1,000	\$34.00
Lot 5,000	\$30.00
<b>Section 23</b>	
<b>City Logo Stickers:</b>	
Lot 1,000	\$259.00
Lot 5,000	\$120.00
<b>Section 24</b>	

<b>Copying &amp; Binding Budget Book:</b>	\$39.00
Each book (approx. 25-30 per year)	

**Section 25**

<b>Park Passes:</b>	
a. Park Annual Pass Decal	
Lot 125	\$250.00
Lot 500	\$430.00
Lot 1,000	\$520.00
b. Daily Park Passes (Four permits per pad)	
Lot 10 pads	\$1.00
Lot 15 pads	\$4.00
Lot 40 pads	\$2.60
Lot 65 pads	\$2.55

<b>Full Color Copying:</b>	
70# Cardstock Letter - per page cost	\$0.20
80# Cardstock Letter - per page cost	\$0.25
100# Cardstock Letter - per page cost	\$0.30

<b>EXTRA COSTS:</b>	
Stapling (per staple)	\$0.01 per staple
Padding (per _____)	\$0.05 per 50pad
Collating (per sheet)	n/c
Drilling (per _____)	.05 per 100 sheets
Cut & Trim (per _____)	n/c
Folding (per fold)	n/c
Shrink Wrap (per wrap)	\$0.01 prer wrap
Scoring/Perforation (per 100 sheets)	n/c
Plastic Comb Binding -1" (per comb)	\$35 per comb
Color Ink, Change (per change)	n/c
Premium chrg for emergency jobs (per job)	n/c
Graphic Design Services (per hour)	\$45.00
Delivery of finished project:	
To various City Bldg Locat. (per delivery)	n/c
To other locations (per delivery)	n/c