



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: 2015-0281

TO: Mayor and City Council Members
FROM: Mayor
DATE: July 20, 2015
SUBJECT: Contract for Citywide Printing Services

REQUEST:

City Council is requested to authorize an increase of \$36,150 to the existing blanket purchase order for the citywide printing services contract to Image Printing, Inc. , Royal Oak, Michigan as the primary vendor for printing services and NWC Program Administration as the secondary vendor for a new total amount not-to-exceed \$61,150.

REASON FOR PURCHASE:

The City requires the purchase of citywide printing services including but not limited to newsletters, brochures, and letterhead. In December 2014, a Request for Proposal was solicited on MITN and six competitive proposals were received and evaluated. Image Printing, Inc. was selected as the vendor providing the best value and the most responsive, responsible proposal for the citywide printing services. An optional proposal was requested for printing of the Museum's annual appeal letter. NWC Program Administration was selected as a secondary vendor for printing of the Museum's annual appeal letter as they provided the best value, lowest cost proposal for this service. A blanket purchase order was issued for \$25,000 with Image Printing, Inc., as the primary vendor for citywide printing services.

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.

Additional funds of \$36,150 are being requested in order to maintain printing services for the remainder of contract to expire February 29, 2016.

PROCESS:

Vendor Name and Address:

Primary Vendor

Image Printing, Inc.
1902 Crooks Road
Royal Oak, MI 48073

Secondary Vendor

NWC Program Administration
13001 Merriman Road
Livonia, MI 48150

Reason for Selection:

Qualifications, Experience, Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2015 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
101 - General Fund	102 - Council	900000 - P&P	\$500	\$500	\$0
101 - General Fund	171 - Mayor's	900000 - P&P	\$21,500	\$21,500	\$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	\$950	\$950	\$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	\$5,000	\$5,000	\$0
101 - General Fund	756 - Parks	900000 - P&P	\$1,500	\$1,500	\$0
101 - General Fund	774 - Forestry	900000 - P&P	\$100	\$100	\$0
101 - General Fund	802 - Museum	900000 - P&P	\$1,500	\$1,500	\$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 Street	474 - Traffic Services	900000 - P&P	\$100	\$100	\$0
206 - Fire Fund	206 - Administration	900000 - P&P	\$250	\$250	\$0
206 - Fire Fund	341 - Fire Prevention	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 -	\$3,500	\$3,500	\$0

		P&P			
631 - Facilities	631 - Facilities	900000 - P&P	\$2,000	\$2,000	\$0
636 - MIS Fund	636 - MIS Fund	900000 - P&P	\$1,000	\$1,000	\$0
661 - Fleet Fund	661 - Fleet Fund	900000 - P&P	\$100	\$100	\$0
848 - LDFA	848 - LDFA	900000 - P&P	\$10,000	\$10,000	\$0
		TOTAL	\$61,150	\$61,150	\$0

RECOMMENDATION:

It is recommended City Council authorizes an increase of \$36,150 to the existing blanket purchase order for citywide printing services to Image Printing, Inc., as the primary vendor for printing services and NWC Program Administration as the secondary vendor for a new total amount not-to-exceed \$61,150 through February 29, 2016.

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