

cityofnovi.org

**CITY of NOVI CITY COUNCIL**

**Agenda Item N  
May 19, 2008**

**SUBJECT: Approval to award contract for printing services to Allied Media, the lowest qualified bidder based on unit pricing, estimated at \$20,500 annually.**

**SUBMITTING DEPARTMENT:** Finance *Ym*

**CITY MANAGER APPROVAL** *[Signature]*

EXPENDITURE REQUIRED	\$20,531
AMOUNT BUDGETED	\$25,000
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	900 accounts to various funds

**BACKGROUND INFORMATION:**

This contract consists of general printing services for such items as business cards, letterhead, envelopes, and forms. This contract does not include items such as the annual report calendar, budget book or Engage! publication.

The City advertised the bid pursuant to our MITN/Bidnet agreement and the City received bids from 5 firms. We evaluated the proposals by use of a total estimated annual order (a sample order made up of items actually ordered in a one year period). A site visit was made to the three (3) lowest bidders. During this site visit, we looked at the general operation of the company, their equipment, and personnel. The low bidder is not being recommended due to lack of equipment and manpower. This firm had only one individual who did the printing, had 5 old machines and operated out of a storefront, while the other firms visited had significantly more personnel, newer machinery and large modern production facilities. This will be a one (1) year contract with two (2) renewal options in one year increments.

Bidder	Total Estimated Annual Order
Press On Printing	\$12,266
Allied Media	\$20,531
JPS Marketing	\$20,842
EGT Group	\$34,870
Johnston Litho	\$60,607

**RECOMMENDED ACTION: Approval to award contract for printing services to Allied Media, the lowest qualified bidder based on unit pricing, estimated at \$20,500 annually.**

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

**CITY OF NOVI  
PRINTING SERVICES 2008  
PROPOSAL FORM**

City of Novi  
Carol J. Kalinovik, Purchasing Director  
45175 W. Ten Mile Rd.  
Novi, MI 48375-3024

We the undersigned as bidder, propose to furnish Printing Services to the City of Novi according to the specifications, instructions to bidders, agreement and conditions for the following prices:

	<b>Item Name</b>	<b>Description</b>	<b>Ink Color</b>	<b># of sides</b>	<b>Qty</b>	<b>Bid Price</b>
1.	Business Card - 1 sided	100# Classic Linen Avon Brilliant White	3 color digital	1	500	<b>\$69</b>
2.	Business Card - 1 sided	100# Classic Linen Avon Brilliant White	4 color digital	1	500	<b>\$69</b>
3.	Business Card - 2 sided	100# Classic Linen Avon Brilliant White (2nd side is 2 color - blue & black)	3 color digital	2	500	<b>\$79</b>
4.	Envelope - Bond	# 6 ¾ white wove, no window	Black	1	1,000	<b>\$151</b>
5.	Envelope - Return	#9 - 24# pink envelope, no window	Black	1	1,000	<b>\$150</b>
6.	Regular Envelope (1000)	#10 - 24# white wove	Black	1	1,000	<b>\$125</b>
7.	Regular Envelope (5000)	#10 - 24# white wove	Black	1	5,000	<b>\$269</b>
8.	Regular Envelope (10,000)	#10 - 24# white wove	Black	1	10,000	<b>\$446</b>
9.	Regular Envelope	#10 - 60# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	1	2,500	<b>\$364</b>

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	<b>Item Name</b>	<b>Description</b>	<b>Ink Color</b>	<b># of sides</b>	<b>Qty</b>	<b>Bid Price</b>
10.	Window Envelope	#10 - 24# white wove	Black	1	1,000	<b>\$126</b>
11.	Window Envelope (Custom)	#10 - 24# white wove, 3.5" custom window	Black	1	1,000	<b>\$420</b>
12.	Letterhead (1000)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	1	1,000	<b>\$379</b>
13.	Letterhead (3000)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	1	3,000	<b>\$379</b>
14.	Letterhead (5000)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	1	5,000	<b>\$491</b>
15.	Accounts Payable Checks	8.5" x 11" 1 part, 24# white MICR Bond, no perf in stub	PMS286, black	2	5,000	<b>\$840</b>
16.	Hang Tag (Door) - NOTICE - INSPECTION	3-3/8" x 8.5" 67# card stock - yellow	Black	1	1,000	<b>\$105</b>
17.	Hang Tag - NOTICE Assessing Dept.	3.5" x 6 5/8" 65# card stock - yellow	Black	1	1,000	<b>\$105</b>
18.	Hang Tag (Door) - Weed Whip Damage	4" x 7.5" 10 pt tag - fluorescent green	Black	1	250	<b>\$127</b>
19.	Hang Tag (Door)-- Tree Pruning Notice	4 " x 11" 10pt. tag - fluorescent green	Black	1	1,000	<b>\$127</b>
20.	Hang Tag (Door) -- New Tree Planting	4 " x 11" 10pt. tag - fluorescent green	Black	2	1,000	<b>\$127</b>
21.	Hang Tag (Door)--Ordinance Violation	3" x 8.5" 65# tag - Astrobright green or yellow	Black	1	1,000	<b>\$113</b>

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22.	Hang Tag (Door)- NOTICE OF WATER SERVICE	3" x 7.5" 10 pt. tag - fluorescent green	Black	1	1,000	<b>\$127</b>
23.	Hang Tag (Door)- NOTICE WATER SHUT OFF	3" x 7.5" 10 pt. tag - red	Black	1	1,000	<b>\$127</b>
24.	Tag - DO NOT OPEN THIS VALVE	3" x 7.5" 65# tag - red	Black	1	1,000	<b>\$214</b>
25.	Tag - Fire Extinguisher Inspection	3.25" x 6.5" 65# tag - manilla	Black	2	1,000	<b>\$223</b>
26.	Tag - NOTICE – GAS LINE	2.5" x 5.25" 110# tag - yellow	Black	1	1,000	<b>\$180</b>
27.	Tag - Auctioned Property Receipt	6.75" x 3.75" 110# tag w/ perforation, manilla	Black	1	1,000	<b>\$255</b>
28.	Sticker - 9-911	1" x 1" Fasson Perm. Label - Fluores. Red	Black	1	1,000	<b>\$80</b>
29.	Sticker - APPROVAL OF FINAL INSPECTION	5.5" x 3.25" Fasson Perm. Label-Fluores. Yellow	Black	1	1,000	<b>\$95</b>
30.	Sticker - APPROVED	4" x 2" Fasson Perm. Label- Fluores. Green/ Yellow	Black	1	1,000	<b>\$54</b>
31.	Sticker - NOT APPROVED	4" x 2" Fasson Perm. Label- Fluores. Red	Black	1	1,000	<b>\$54</b>
32.	Sticker - NOT APPROVED	4" x 2" Fasson Perm. Label- Fluores. Orange	Black	1	1,000	<b>\$54</b>
33.	Sticker - Building May Not Be Occupied	6" x 4" Label - white	Red	1	1,000	<b>\$103</b>

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	<b>Item Name</b>	<b>Description</b>	<b>Ink Color</b>	<b># of sides</b>	<b>Qty</b>	<b>Bid Price</b>
34.	Customer Reply Card	6" x 4.25" white postcard	Black	2	1,000	<b>\$71</b>
35.	Notice - Grading Approval	8.5" x 11" 10 pt. cover - fluorescent orange	Black	1	1,000	<b>\$198</b>
36.	Notice - STOP WORK	8.5" x 11" 110# Index - red	Black	1	1,000	<b>\$193</b>
37.	Players Contract	4" x 6" 67# Vellum - green	Black	2	1,000	<b>\$55</b>
38.	Property Appraisal Record - Residential	8.5" x 11" 125# Tag	Black	2	1,000	<b>\$313</b>
39.	Property Appraisal Record- Commercial	8.5" x 14" 125# Tag	Black	2	1,000	<b>\$326</b>
40.	Service Installation Card	4" x 8" 110# Index - yellow	Black	1	1,000	<b>\$61</b>
41.	Warrant Entry Card	5" x 8" 110# Index White	Black	1	1,000	<b>\$61</b>
42.	Weather Card	8.5" x 14" 110# Postcard, Orange	Black	1	1,000	<b>\$102</b>
43.	Past Due Notice	4" x 6" Continuous Feed Card w/perforations	Red/ Black	2	1,000	<b>\$835</b>
44.	Referee Score Card	5" x 4" 2 part NCR (white, yellow)	Black	1	1,000	<b>\$82</b>
45.	Special Payroll Instructions	5.5" x 8.5" 2 part NCR (white, yellow)	Black	1	1,000	<b>\$92</b>

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46.	Referee Summary Sheet	6" x 9" 2 part NCR (white, yellow)	Black	1	1,000	<b>\$103</b>
47.	Street Tree Work Application Permit	8.5" x 11" 2 part NCR (white, pink)	Black	1	1,000	<b>\$145</b>
48.	Application for Facility Reservation	8.5" x 14" 2 part NCR (white, pink)	Black	2	1,000	<b>\$211</b>
49.	Notice of Violations (Fire Dept)	8.5" x 11" 2 part NCR (manilla tag & yellow paper)	Black	2	1,000	<b>\$256</b>
50.	Petty Cash Voucher	5" x 4" 2 part NCR (white, yellow) <b>numbered in red</b>	Black	1	1,000	<b>\$117</b>
51.	Notice of Violations (Building Dept)	5.5" x 8.5" 3 part NCR (white, yellow, pink)	Black	1	1,000	<b>\$128</b>
52.	Notice of Arraignment and/or Pre-Trial	7" x 8.5" 3 part NCR (white, yellow, pink)	Black	1	1,000	<b>\$149</b>
53.	Meter Work Order	8.5" x 9" 3 part NCR (white, yellow, pink)	Black	1	1,000	<b>\$188</b>
54.	Inspection Request (DPW)	5.25" x 8.5" 3 part NCR (white, yellow, pink)	Black	1	1,000	<b>\$128</b>
55.	Notice of Violations (Building Dept)	8.5" X 11" 3 part NCR (white, yellow, pink)	Black	1	1,000	<b>\$188</b>
56.	Picnic Shelters & Tents Rental Application	8.5" x 14" 3 part NCR (white, yellow, pink)	Black	1	1,000	<b>\$248</b>
57.	Interim Bond Receipt	4" x 7" 3 part NCR (white, yellow, pink) <b>numbered in red</b>	Black	1	1,000	<b>\$151</b>

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58.	Receipt - Parks, Recreation & Forestry/Senior Center	3 3/8" x 7.5" 3 part NCR (white, yellow, pink), <b>numbered in red</b>	Black	1	1,000	<b>\$202</b>
59.	Invoice - Parks, Recreation & Forestry	8.5" x 7" 3 part NCR (white, green, blue), <b>numbered in red</b>	Black	1	1,000	<b>\$303</b>
60.	Request for Release of Site Restoration Bond	8.5" x 8.5" 4 pt. NCR (white, yellow, pink, blue)	Black	1	1,000	<b>\$303</b>
61.	Site Restoration Bond	5.25" x 7.25" 4 part NCR (white, yellow, pink, goldenrod) <b>numbered in red</b>	Black	1	1,000	<b>\$365</b>
62.	Hazardous Chemical Inventory	8.5" x 11" 20# bond	Black	1	1,000	<b>\$54</b>
63.	Application for Employment	11" x 17" 70# Offset-Fold 8.5" x 11 (4 page)	Black	2	1,000	<b>\$164</b>
64.	City of Novi Street Map	24" x 32" 70# Offset white	multiple colors	1	1,000	<b>\$800</b>
65.	Hazardous Chemical Survey	8.5" x 11" 60# Offset white	Black	2	1,000	<b>\$77</b>
66.	Preliminary Incident Report	5.5" x 8.5" Padded (50/pad)	Black	1	1,000	<b>\$52</b>
67.	Service/Requisition Form	8.5" x 11" Padded (50/pad)	Black	2	1,000	<b>\$96</b>
68.	Inspectors Daily Route Report	5.5" x 8.5" Padded (50/pad)	Black	1	1,000	<b>\$52</b>
69.	Apparatus Check Sheet-Daily	8.5" x 11" 60# Offset white, padded (50/pad)	Black	1	1,000	<b>\$74</b>

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70.	Payroll Sheets (Fire Dept.)	8.5" x 11" 60# Offset white (100/pad)	Black	1	1,000	<b>\$93</b>
71.	Note Cards – City Council	5-1/2" x 8" 80# White Classic Linen, not folded but scored at 4" for folding	PMS 286, PMS 125	2	200	<b>\$126</b>
72.	Note Card Envelopes - City Council	5-3/4" x 4-3/8" A-2 White Classic Linen	PMS 286	1	200	<b>\$89</b>
73.	Presentation Folder w/2 pockets	White gloss with 2 color logo	PMS 286, PMS 125	1	1,000	<b>\$1,150</b>
74.	Property Record File Folder	Legal manila file jacket, double top, flat	Black	1	1,000	<b>\$550</b>

**COMPANY NAME:** Allied Media

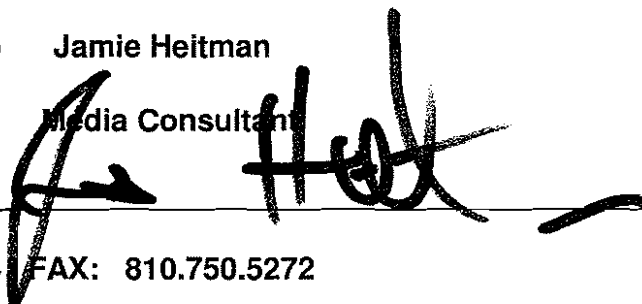
**ADDRESS:** 240 N. Fenway Dr.

**CITY:** Fenton **STATE:** MI **ZIP CODE:** 48430

**AGENTS NAME: (Please print)** Jamie Heitman

**AGENTS TITLE: (Please print)** Media Consultant

**AGENTS SIGNATURE:** \_\_\_\_\_



**TELEPHONE:** 810.750.7364 **FAX:** 810.750.5272

**DATE:** February 27, 2008