

cityofnovi.org

CITY of NOVI CITY COUNCIL

Agenda Item H
June 1, 2009

SUBJECT: Approval to award the first one (1) year renewal option for the Printing Services contract to Allied Media based on the same terms, conditions, and pricing submitted on their original bid dated February 27, 2008, with an estimated annual cost of \$22,000.

SUBMITTING DEPARTMENT: Finance

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	Approximately \$22,000
AMOUNT BUDGETED	\$25,000
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 specialty printing items such as the annual report calendar, Engage! publication or budget book.

Allied Media has provided satisfactory service during the year and has indicated a willingness to extend the contract.

RECOMMENDED ACTION: Approval to award the first one (1) year renewal option for the Printing Services contract to Allied Media based on the same terms, conditions, and pricing submitted on their original bid dated February 27, 2008, with an estimated annual cost of \$22,000.

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

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



May 22, 2009

City of Novi
Sue Morianti
45175 West 10 Mile Road
Novi MI 48375

Alliedmedia will agree to renew the current printing contract for The City of Novi under the same terms as the original agreement.

Sincerely,

A handwritten signature in black ink, appearing to read "John P. Evans".

John P. Evans
CFO

**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:

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

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

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

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

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

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

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	Item Name	Description	Ink Color	# of sides	Qty	Bid Price
70.	Payroll Sheets (Fire Dept.)	8.5" x 11" 60# Offset white (100/pad)	Black	1	1,000	\$93
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	\$126
72.	Note Card Envelopes - City Council	5-3/4" x 4-3/8" A-2 White Classic Linen	PMS 286	1	200	\$89
73.	Presentation Folder w/2 pockets	White gloss with 2 color logo	PMS 286, PMS 125	1	1,000	\$1,150
74.	Property Record File Folder	Legal manila file jacket, double top, flat	Black	1	1,000	\$550

COMPANY NAME: Allied Media

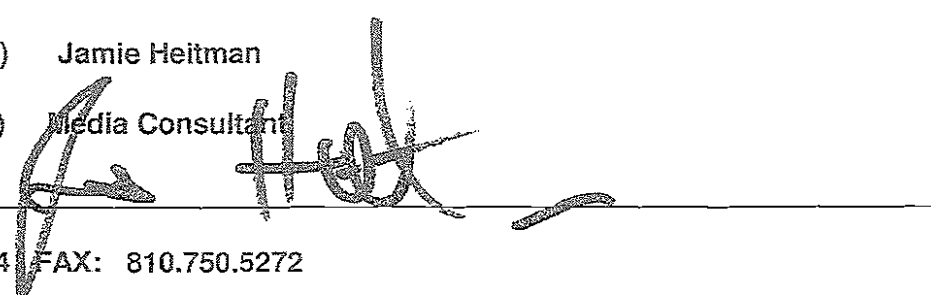
ADDRESS: 240 N. Fenway Dr.

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

AGENTS NAME: (Please print) Jamie Heitman

AGENTS TITLE: (Please print) Media Consultant

AGENTS SIGNATURE: _____



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DATE: February 27, 2008