



**CITY of NOVI CITY COUNCIL**

**Agenda Item R  
July 28, 2008**

**SUBJECT:** Approval of award to Accuform, the low bidder, for printing of the Theatre Program Cover, Theatre Postcards, Proposed and Annual Budgets, State of the City Address Invitations, and the Annual Appreciation Dinner Invitations and Programs for an estimated amount of \$6,800 for one year with the option for two renewals.

**SUBMITTING DEPARTMENT:** Neighborhood and Business Relations and Parks, Recreation & Forestry

**CITY MANAGER APPROVAL:**

<b>EXPENDITURE REQUIRED</b>	Approximately \$6,800
<b>AMOUNT BUDGETED</b>	Approximately \$ 7,000
<b>APPROPRIATION REQUIRED</b>	N/A
<b>LINE ITEM NUMBER</b>	Various program and printing accounts 208-693.00-960.630; 208-693.00-960.631; 208-693.00-960.632; 208-693.00-960.633; 208-693.00-960.634; 208-693.00-960.635; 101-299.00-900.000 101-299.00-881.350; 101-299.00-882.000

**BACKGROUND INFORMATION:**

In June, a comprehensive Printing Services request for proposals was placed on BidNet for all specialty publications and items. The request for proposal included the possible award of graphic design of these items as an alternate. Fifteen qualified proposals (for all or part of the printing services) were received.

When analyzing the bids, it became apparent a few of the vendors were more competitively priced in certain areas than their peers and it was financially advantageous to split the contract award into two packages. A miscellaneous items package consists of the printing of the theatre items, invitations and programs, and the budget. Accuform is the low bidder of these items in the amount of \$6,030. Graphic design of these items will be awarded on an individual, as necessary basis.

After a telephone interview with Accuform staff and discussing project deadlines and timeframes, we are confident they can meet all requirements.

**RECOMMENDED ACTION:** Approval of award to Accuform, the low bidder, for printing of the Theatre Program Cover, Theatre Postcards, Proposed and Annual Budgets, State of the City Address Invitations, and the Annual Appreciation Dinner Invitations and Programs for an estimated amount of \$6,800 for one year with the option for two renewals.

	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, MICHIGAN  
PURCHASING DEPARTMENT**  
45175 W. TEN MILE RD.  
NOVI, MI 48375  
(248) 347-0446

**PRINTING SERVICES – SPECIALTY PUBLICATIONS/ITEMS  
SIGNATURE FORM**

Bid submitted by:

Name (printed) Accufarm/Bail Vonzel Title: vice President

Company (Legal Registration) Accufarm

Address 7231 Southfield

City Detroit State MI Zip 48226

Telephone 313-271-5600 Fax 313-271-4579

E-mail gail.vonzel@accufarm.net

Signature [Handwritten Signature] Date 7/10/08

For information on responding to this bid, contact Sue Morianti – Purchasing Manager, at [smorianti@cityofnovi.org](mailto:smorianti@cityofnovi.org)

Submittal of Bids: Bids must be delivered prior to the due date and time specified above to the City of Novi, City Clerk's Office, 45175 W. Ten Mile Rd., Novi, Michigan 48375. Bids must be submitted by person or mail. Faxed quotations will not be accepted.

**THE BID ENVELOPE MUST BE IDENTIFIED WITH THE FULL BID NAME AND DUE DATE.**

**THIS PAGE IS PAGE ONE OF THE PROPOSAL FORM. FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.**

**NOTICE TO BIDDERS:**

The City of Novi officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of bid documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued.

If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, [www.govbids.com](http://www.govbids.com), and obtain an official copy.



**CITY OF NOVI  
PROPOSAL FORM**

We the undersigned as bidder, propose to furnish to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof according to the attached terms and conditions.

**PRINTING SERVICES – SPECIALTY PUBLICATIONS/ITEMS**

1. **Annual Calendar**  
Quantity: 30,000 (once annually) \$ 25,995.00 annually  
Production/delivery time 10 Days from Proof Approval
  
2. **Resident Handbook**  
Quantity: 1,000 (once annually) \$ 11,339.00 annually  
Production/delivery time 10 Days from Proof Approval
  
3. **Senior Newsletter**  
Quantity: 7,000 (four issues annually)  
\$ 699.00 per issue  
Production/delivery time 6 Days from Proof Approval
  
4. **Engage!** (community program/recreation guide)  
Quantity: 30,000 (three issues annually)
 

<b>Option 1</b>	<u>\$ 27,998.00</u> per issue
<b>Option 2</b>	<u>\$ 31,498.00</u> per issue

  
 Production/delivery time #1) 10 Days from Proof Approval  
                                       #2) 15 Day from Proof Approval

5. **Theatre Program Cover**  
 Quantity: 5,000 (two issues annually) \$ 598.90 per issue ✓  
 Production/delivery time 5 Days from Proof & Approval
6. **Theatre Season Postcards**  
 Quantity: 30,000 (once annually) \$ 1,397.00 annually ✓  
 Production/delivery time 6 Days from Proof & Approval
7. **Proposed Annual Budget**  
 Quantity: 55 (once annually) \$ 832.00 annually ✓  
 Add \$19 for ea. color page  
 Production/delivery time 1-3 days end of March
8. **Annual Budget**  
 Quantity: 80 (once annually) \$ 1,580.00 annually ✓  
 Add \$19 for each color page  
 Production/delivery time 3-5 Days
9. **State of the City Invitations/Envelopes**  
 Quantity: 1,000 (once annually) \$ 535.00 annually ✓  
 Production/delivery time 5 Days
10. **Annual Appreciation Dinner Invitations/Envelopes**  
 Quantity: 1,000 (once annually) \$ 559.00 annually ✓  
 Production/delivery time 5 Days
11. **Annual Appreciation Dinner Programs**  
 Quantity: 600 (once annually) \$ 529.00 annually ✓  
 Production/delivery time 5 Days from Proof & Approval

PRINTING RUSH CHARGES N/A

DISCOUNT IF AWARDED ALL 11 ITEMS 10%

**ALTERNATES**

(to be awarded in conjunction with accompanying bid item above)

ALTERNATE #1 – Graphic Design Services  
Annual Calendar (once annually) \$ 4,100.00 annually

ALTERNATE #2 – Graphic Design Services  
Resident Handbook (once annually) \$ 4,975.00 annually

ALTERNATE #3 – Graphic Design Services  
Senior Newsletter (four times annually) \$ 200.00 per issue

ALTERNATE #4 – Graphic Design Services  
Engage! (three times annually) \$ 4,420.00 per issue

ALTERNATE #5 – Graphic Design Services  
Theatre Program Cover (two times annually) \$ 95.00 per issue

ALTERNATE #6 – Graphic Design Services  
Theatre Season Postcards (once annually) \$ 125.00 annually

ALTERNATE #7 – Graphic Design Services  
Proposed Annual Budget done as part of #8

ALTERNATE #8 – Graphic Design Services  
Annual Budget (once annually) \$ 5,125.00 annually

ALTERNATE #9 – Graphic Design Services  
State of the City Invitations/Envelopes  
(once annually) \$ 125.00 annually

**ALTERNATE #10 – Graphic Design Services**  
Annual Appreciation Dinner Invitations/Envelopes  
(once annually)

\$ 125.00 annually

**ALTERNATE #11– Graphic Design Services**  
Annual Appreciation Dinner Programs  
(once annually)

\$ 375.00 annually

**REFERENCES:**

1. Company Name City of Detroit - Elections  
Address West Grand Blvd.  
City, State, Zip Detroit, MI  
Contact person George Hzzouz  
Phone number 313-433-1028
2. Company Name Pontiac Osteopathic Hospital - McLaren Hospital  
Address 69 W. Huron  
City, State, Zip Pontiac, MI  
Contact person Teresa Rodges  
Phone number 248-338-5310
3. Company Name Midwest Health Plan  
Address 5050 Schaefer Rd.  
City, State, Zip Dearborn, MI 48126  
Contact person Lee Majewski  
Phone number 313-581-2600 x267

Samples included?

Yes

No

CITY OF NOVI  
PRINTING SERVICES - SPECIALTY PUBLICATIONS

JULY 11, 2008  
10:00 A.M.

	Item		Accuform	Allegra of Wixom	CompuArt Design	Dearborn Lithograph	ECT Group	Grand River Printing	Johnston Lithograph	Nyhus Graphic	Select Graphics	seven7 Graphics	Spectrum Printers	Stardek Inc.	University Litho	Uproar Comm.	Wrightway Group
1.	Calendar	Annual	25,995	26,200		22,197	22,226.25	19,897.11	21,443		24,585 (\$23,563 w/out map as pull out")		28,312	19,290	22,850	36,846	26,730
	Delivery		10 days from proof approval	4 weeks		approx 15 days after proof approval	2 weeks*	10-15 business days or as specified	2 weeks		19-27 w. days		7-10 working days	10 business days	10 days	20 working days	as requested
2.	Res. Handbook	Annual	11,539	11,200		11,114	11,580.85		10,031		9,743		16,741	12,600	10,855	14,573	11,821
	Delivery		10 days from proof approval	4 weeks		approx 15 days after proof approval	2 weeks*		2 weeks		10-15 w. days		7-10 working days	10 business days	10 days	15 working days	as requested
3.	Sr. Newsletter	Issue	699	1,400		1,476	1,109.99		1,218		1,333		1,639	1,270	1,388	1,064	1,805
	Delivery		6 days from proof approval	2 weeks		approx 15 days after proof approval	2 weeks*		2 weeks		6 w. days		7-10 working days	6 business days	5-7 days	5 working days	as requested
4.	Engage! - Opt 1	Issue	27,998	28,500		24,254 initial 23,229 add'l	25,369.60	23,141.90			28,208 (price includes design)		40,072	21,050	12,397	40,491	31,346
	Delivery		10 days & 15 days from proof approval	4 weeks		approx 15 days after proof approval	2 weeks*	10-15 business days or as specified	2 weeks		18-21 w. days		10-14 working days	12 business days	10 days	20 working days	as requested
	Engage! - Opt 2	Issue	31,498	30,000		29,885 initial 28,635 add'l	28,593.61	26,427.17			35,607 (price includes design)		45,257	23,400	17,285	41,385	31,098
5.	Theatre Program Cover	Issue	598	1,075		1,371	1,141.17				914		1,438	690	1,143	1,044	1,129
	Delivery		5 days from proof approval	2 weeks		approx 15 days after proof approval	2 weeks*				5-6 w. days		7-10 working days	5 business days	5-7 days	5 working days	as requested
6.	Theatre Postcards	Annual	1,397	2,500		1,595	2,565.13				2,053		2,295	2,050	1,995	2,924	2,248
	Delivery		6 days from proof approval	2 weeks		approx 15 days after proof approval	2 weeks*				7-10 w. days		7-10 working days	5 business days	7 days	5 working days	as requested
7.	Proposed Budget	Annual	832 (add \$.19 for each color page)	4,800			1,106.40				2,250 (1,500 for all litho done at same time)		2,219		5,360	3,307	3,299
	Delivery		1-3 days end of March	1-3 days end of March			1-3 days end of March				1-3 days end of March		1-3 days end of March		1-3 days end of March	1-3 days end of March	1-3 days end of March
8.	Annual Budget	Annual	1,580 (add \$.19 for each color page)	5,600			2328.11 (qty of 75)				2,212		4,036		6,940	5,637	4,355
	Delivery		3-5 days	2 weeks			2 weeks*				7-10 w. days		5-7 working days		1-3 days	10 working days	as requested
9.	State of City Invitations	Annual	535	2,000			807.96				1,127		1,362	985	1,320	1,046	942
	Delivery		5 days	2 weeks			2 weeks*				9-11 w. days		7-10 working days	6 business days	5-10 days	5 working days	as requested
10.	Appr. Dinner Invitations	Annual	559	1,400			425.44				500		1,336	435	915	439	657
	Delivery		5 days	2 weeks			2 weeks*				4-6 w. days		7-10 working days	6 business days	5-7 days	5 working days	as requested
11.	Appr. Dinner Programs	Annual	529	1,400			706.87				734		962	1,205	1,075	372	697
	Delivery		5 days from proof approval	2 weeks			2 weeks*				6-8 w. days		7-10 working days	6 business days	7 days	5 working days	as requested
	Rush Charges		NA	advised at time		subject to review	no rush charges, we run 24/7	\$500/hr	none		add 10%		10%	6% increase per day reduced (where available)	TBD - based on which dept needs to work OT.	\$75 add'l per production hour	varies on conditions

CITY OF NOVI  
PRINTING SERVICES - SPECIALTY PUBLICATIONS

JULY 11, 2008  
10:00 A.M.

Discount		1%	2%			NA	NA			4%		5%		Labor discount has already been taken on prices issued	5%	0%	
<b>ALTERNATES (Graphic Design Services to be awarded in conjunction with accompanying bid item above)</b>																	
Alt. 1	GDS Calendar	Annual	4,100	90.00/hr	6,240	included in price		5,500	30/page	2,850	2,915	3,500		1,450	1,050	10,010	4,589
Alt. 2	GDS Resident Handbook	Annual	4,975	90.00/hr	5,940	included in price			30/page	2,750	4,620			1,750	2,015	13,230	8,592
Alt. 3	GDS Senior Newsletter	Issue	200	90.00/hr	400	included in price			30/page	660	270	\$560 initial issue \$280 addl issue		800	300	1,290	1,200
Alt. 4	GDS Engage!	Issue	4,420	90.00/hr	5,940	included in price		8,500	included	2,720	3,795	1,800		2,275	1,445	7,330	7,152
Alt. 5	Theatre Program	Issue	95	90.00/hr	450	included in price				200	75			205	106	410	792
Alt. 6	GDS Theatre Postcards	Annual	125	90.00/hr	520	included in price				350	75			175	55	250	480
Alt. 7	GDS Proposed Budget	Annual	included in #8	included in #8	included in #8					included in #8	included in #8			included in #8	included in #8	included in #8	included in #8
Alt. 8	GDS Ann. Budget	Annual	5,125	90.00/hr	2,200					5,000-7,500	4,340			1,590		16,335	11,520
Alt. 9	GDS State of City Invites	Annual	125	90.00/hr	800					350-400	165	210		250	170	680	420
Alt. 10	GDS App. Dinner Invites	Annual	125	90.00/hr	950					300-350	115			225	110	680	528
Alt. 11	GDS App. Dinner Programs	Annual	375	90.00/hr	600					150-200	375			275	320	1,470	1,176
	2 Addendums Acknowledged?		no	yes	no	yes	yes	yes	no	yes	#1 only	yes	yes	#1 only	yes	yes	yes
	Comments						Addl comments on proposal form. * 2 weeks turn time is standard, if needed we can turn faster			Alt. #8 - rush charges may apply for ot needed for rush delivivery of final files to printer.		Additional comments on proposal form					all projects quoted with digital Dylux proof only

GDS = Graphic Design Services