

CITY of NOVI CITY COUNCIL

**Agenda Item D
September 13, 2010**

SUBJECT: Approval to award the contract for general printing services to Accuform Printing & Graphics, the lowest qualified proposer, estimated at \$12,000 - \$18,000 annually.

SUBMITTING DEPARTMENT: Finance

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	\$12,000 - \$18,000
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 items such as the annual report calendar, budget book, Engage! publication, or the Enhance senior newsletter.

The City advertised the Request for Proposals on the MITN website and received proposals from 7 firms. The proposals were evaluated using company information provided on a questionnaire, references, samples, and a sample order consisting of common items. One firm was disqualified because they did not submit samples as required.

This will be a one (1) year contract with two (2) renewal options in one (1) year increments.

Bidder	Total Sample Order
Accuform Printing	\$8,723
Del Printing	\$12,639
Allied Media	\$12,701
Progressive Printing	\$12,889
EGT Group	\$14,064
Moonlight Printing *	\$9,598 *

* Did not provide pricing for all items in bid. Order is not complete.

RECOMMENDED ACTION: Approval to award the contract for general printing services to Accuform Printing & Graphics, the lowest qualified proposer, estimated at \$12,000 - \$18,000 annually.

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

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

CITY OF NOVI
2010 PRINTING SERVICES CONTRACT
SAMPLE ORDER

Item #	Item name		Qty per order	# of orders	A-1 Business Products	* A-1 Total	Accuform Unit	Accuform Total	Moonlight	** Moonlight Total	Del Printing Unit	Del Printing Total	Allied Media Unit	Allied Media Total	Progressive Unit	Progressive Total	EGT Group Unit	EGT Total	
1	Business Card - 1 sided, 3 color	100# Classic Linen Avon Brilliant White	3 color digital	500	48	28	1,344	42	2,016	50.00	2,400.00	64	3,072	57	2,736	85	4,080	65	3,120
3	Business Card - 2 sided, 4 color/2 color	100# Classic Linen Avon Brilliant White (2nd side is 2 color - blue & black)	4 color digital	500	7	39	273	69	483	60.00	420.00	74	518	64	448	87	609	75	525
4	Business Card - 2 sided, 3 color	100# Classic Linen Avon Brilliant White (both sides are 3-color)	3 color digital	500	3	39	117	67	201	60.00	180.00	74	222	64	192	87	261	75	225
7	Regular Envelope (1000)	#10 - 24# white wove	Black	1,000	1	36	36	59	64.39	92	92	119	119	119	119	87	87	125	125
8	Regular Envelope (2,500)	#10 - 24# white wove	Black	2,500	1	71	71	128	128	129.37	129.37	159	159	158	158	116	116	167	167
9	Regular Envelope (5,000)	#10 - 24# white wove	Black	5,000	1	127	127	235	235	229.78	229.78	261	261	227	227	174	174	265	265
10	Regular Envelope (10,000)	#10 - 24# white wove	Black	10,000	2	217	434	399	798	406.06	812.12	407	814	365	730	264	528	445	890
12	Regular Envelope (1000)	#10 - 24# white wove	PMS125, PMS 286, black	1,000	1	82	82	115	115	150.68	150.68	189	189	295	295	198	198	540	540
13	Regular Envelope (2,500)	#10 - 24# white wove	PMS125, PMS 286, black	2,500	2	143	286	190	380	278.40	558.80	256	512	340	680	276	552	585	1,170
14	Window Envelope (1,000)	#10 - 24# white wove	Black	1,000	1	37	37	69	69	66.90	66.90	92	92	120	120	97	97	125	125
15	Window Envelope (2,000)	#10 - 24# white wove	Black	2,000	1	67	67	96	96	119.79	119.79	140	140	150	150	121	121	140	140
16	Window Envelope (3,000)	#10 - 24# white wove	Black	3,000	1	93	93	138	138	159.13	159.13	188	188	176	176	146	146	170	170
17	Letterhead (500)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	500	1	68	68	127	127	78.39	78.39	318	318	240	240	210	210	395	395
18	Letterhead (1000)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	1,000	1	83	83	160	160	121.55	121.55	345	345	260	260	231	231	405	405
19	Letterhead (3000)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	3,000	5	153	765	208	1,040	249.06	1,245.30	379	1,895	336	1,680	316	1,580	435	2,175
21	Letterhead (10,000)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	10,000	1	441	441	398	398	636.98	636.98	659	659	578	578	549	549	560	560
22	Letterhead - Permits Plus(10,000)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing (logo only, no text)	PMS 286, PMS 125	10,000	1	309	309	359	359	530.07	530.07	535	535	464	464	462	462	500	500
23	Accounts Payable Checks	8.5" x 11" 1 part, 24# white MICR Bond, perforated, numbered in red	PMS 286, black	5,000	1	468	468	429	429	no bid	NO BID	413	413	840	840	768	768	450	450
24	Door Hang Tag - Ordinance Inspection	3-3/8" x 8.5" 67# card stock - yellow	Black	1,000	1	56	56	89	89	72.00	72.00	100	100	174	174	123	123	115	115
29	Door Hang Tag - Tree Pruning/Lawn Watering	4" x 11" 10pt. tag - fluorescent color	Black	1,000	3	127	381	115	345	194.20	582.60	130	390	269	807	120	360	130	390
33	Tag - Do Not Open This Valve (500)	3" x 7.5" 65# tag - red	Black	500	1	53	53	99	99	148.00	148.00	168	168	89	89	86	86	200	200
36	Tag - Out of Service	3.125 x 6.25, 110# white index, reinforced hole, wire attached	Red	1,000	1	89	89	243	243	165.00	165.00	243	243	136	136	383	383	335	335
48	Lakeshore Park Permit	2-3/4" x 6", 80#, colored stock, perfed, numbered in 2 places in red	Black	1,000	1	124	124	98	98	101.12	101.12	163	163	188	188	112	112	285	285
54	Petty Cash Voucher	5" x 4" 2 part NCR (white, yellow) numbered in red	Black	500	2	58	116	69	138	49.96	99.92	155	310	215	430	135	270	115	230
58	Notice of Violations (Building Dept)	8.5" x 11" 3 part NCR (white, yellow, pink)	Black	1,000	1	94	94	169	169	240.00	240.00	242	242	277	277	307	307	190	190
68	Materials Usage Log-DPS	8.5" x 11", 20# bond, Padded (50/pad)	Black	2,500	1	60	60	98	98	110.00	110.00	137	137	179	179	165	165	152	152
70	Note Cards (200)	5-1/2" x 8" 80# White Classic Linen, not folded but scored at 4" for folding	PMS 286, PMS 125	200	1	82	82	125	125	97.78	97.78	231	231	120	120	210	210	130	130
72	Note Card Envelopes (200)	5-3/4" x 4-3/8" A-2 White Classic Linen	PMS 286, PMS 125	200	1	57	57	88	88	81.01	81.01	231	231	208	208	104	104	90	90
TOTAL							* 6,213.00	8,723	** 9,598.68	12,639	12,701	12,889	14,064						

* DISQUALIFIED - NON-RESPONSIVE BIDDER - NO SAMPLES PROVIDED

** DOES NOT INCLUDE AP CHECKS. BID NOT COMPLETE.

SAMPLE ORDER

**CITY OF NOVI
2010 PRINTING SERVICES CONTRACT
BID TAB**

Item #	Item name	Qty	A-1 Business Products *	Accuform	Del Printing	Progressive Printing	Moonlight Printing	EGT Group	Allied Media
1	Business Card - 1 sided, 3 color	500	28	42	64	85	50.00	65	57
2	Business Card - 1 sided, 4 color	500	28	42	64	85	50.00	65	57
3	Business Card - 2 sided, 4 color/2 color	500	39	69	74	87	60.00	75	64
4	Business Card - 2 sided, 3 color	500	39	67	74	87	60.00	75	64
5	Envelope - Bond	1,000	38	59	102	110	59.80	150	138
6	Envelope - Return	1,000	52	139	100	176	93.07	150	146
7	Regular Envelope (1000)	1,000	36	59	92	87	64.39	125	119
8	Regular Envelope (2,500)	2,500	71	128	159	116	129.37	167	158
9	Regular Envelope (5,000)	5,000	127	235	261	174	229.78	265	227
10	Regular Envelope (10,000)	10,000	217	399	407	264	406.06	445	365
11	Regular Envelope (20,000)	20,000	385	730	635	442	702.52	786	638
12	Regular Envelope (1000)	1,000	82	115	189	198	150.68	540	295
13	Regular Envelope (2,500)	2,500	143	190	256	276	278.40	585	340
14	Window Envelope (1,000)	1,000	37	69	92	97	66.90	125	120
15	Window Envelope (2,000)	2,000	67	96	140	121	119.79	140	150
16	Window Envelope (3,000)	3,000	93	138	188	146	159.13	170	176
17	Letterhead (500)	500	68	127	318	210	78.39	395	240
18	Letterhead (1000)	1,000	83	160	345	231	121.55	405	260
19	Letterhead (3000)	3,000	153	208	379	316	249.06	435	336
20	Letterhead (5000)	5,000	243	269	459	407	387.53	465	412
21	Letterhead (10,000)	10,000	441	398	659	549	636.98	560	578
22	Letterhead - Permits Plus(10,000)	10,000	309	359	535	462	530.07	500	464
23	Accounts Payable Checks	5,000	468	429	413	768	no bid	450	840
24	Door Hang Tag- Ordinance Inspection	1,000	56	89	100	123	72.00	115	174
25	Door Hang Tag - Assessing Notice	1,000	59	99	125	123	72.00	100	153
26	Door Hang Tag - Weed Whip Damage	250	64	98	130	110	108.00	125	172
27	Door Hang Tag - Ordinance Violation	1,000	66	115	125	132	78.00	110	162
28	Door Hang Tag - Notice Water Service/Shut off	1,000	66	115	130	126	186.00	125	239
29	Door Hang Tag - Tree Pruning/Lawn Watering	1,000	127	115	130	120	194.20	130	269
30	Door Hang Tag - New Tree	1,000	220	145	148	147	237.75	135	285
31	Door Hang Tag -POC Recruiting (2,500)	2,500	399	398	425	489	335.00	490	378

**CITY OF NOVI
2010 PRINTING SERVICES CONTRACT
BID TAB**

Item #	Item name	Qty	A-1 Business Products *	Accuform	Del Printing	Progressive Printing	Moonlight Printing	EGT Group	Allied Media
32	Door Hang Tag -POC Recruiting (5,000)	5,000	630	589	675	785	530.00	585	646
33	Tag - Do Not Open This Valve (500)	500	53	99	168	86	148.00	200	89
34	Tag - Do Not Open This Valve (1000)	1,000	70	115	197	103	164.00	220	105
35	Tag - Fire Extinguisher Inspection	1,000	64	145	214	384	172.00	220	115
36	Tag - Out of Service	1,000	89	243	243	383	165.00	335	136
37	Sticker - APPROVED, NOT APPROVED	1,000	39	74	101	111	80.42	95	117
38	Sticker - APPROVAL OF FINAL INSPECTION	1,000	86	74	118	143	127.19	95	160
39	Sticker - 9-911	1,000	60	78	76	105	42.00	85	135
40	Customer Reply Card	1,000	41	59	77	116	73.35	75	105
41	Notice - Grading Approval	1,000	148	104	113	157	220.00	195	296
42	Notice - Stop Work	1,000	54	98	113	145	78.03	190	134
43	Property Appraisal Record - Residential	1,000	87	110	145	239	114.04	300	165
44	Property Appraisal Record- Commercial	1,000	118	189	185	359	208.72	300	246
45	Weather Card	1,000	75	112	125	234	80.00	100	184
46	Service Installation Card	1,000	40	64	87	103	63.90	60	115
47	Past Due Notice	1,000	129	169	343	329	no bid	350	752.29
48	Lakeshore Park Permit	1,000	124	98	163	112	101.12	285	188
49	Absence Request Form (500)	500	37	98	135	107	54.24	90	110
50	Absence Request Form (1000)	1,000	49	104	149	146	88.61	110	150
51	Street Tree Work Application Permit	1,000	96	149	167	208	132.00	140	203
52	Application for Facility Reservation	1,000	149	217	241	442	220.58	210	318
53	Notice of Violations (Fire Dept)	1,000	230	238	270	342	235.12	255	401
54	Petty Cash Voucher	500	58	69	155	135	49.96	115	215
55	Notice of Violations (Building Dept)	1,000	62	129	160	190	131.00	125	189
56	Meter Work Order	1,000	100	164	183	307	241.31	190	278
57	Inspection Request (DPW)	1,000	70	128	168	190	130.00	125	189
58	Notice of Violations (Building Dept)	1,000	94	169	242	307	240.00	190	277
59	Police Property Report	3,000	341	489	373	943	700.00	535	1,014
60	Picnic Shelters & Tents Rental Application	1,000	149	219	237	436	306.79	250	364
61	Interim Bond Receipt	1,000	98	139	176	199	113.33	150	335
62	Request for Release of Site Restoration Bond	1,000	191	305	270	485	275.42	305	434

**CITY OF NOVI
2010 PRINTING SERVICES CONTRACT
BID TAB**

Item #	Item name	Qty	A-1 Business Products *	Accuform	Del Printing	Progressive Printing	Moonlight Printing	EGT Group	Allied Media
63	Site Restoration Bond	1,000	131	224	260	275	165.00	280	418
64	Hazardous Chemical Inventory	1,000	27	42	51	73	46.82	55	101
65	Hazardous Chemical Survey	1,000	49	68	79	92	77.93	60	117
66	Preliminary Incident Report	1,000	27	48	53	145	36.00	55	103
67	Maintenance Request-Parks/Forestry	1,000	30	38	71	145	54.32	100	116
68	Materials Usage Log-DPS	2,500	60	98	137	165	110.00	152	179
69	Service/Requisition Form-Fire	1,000	52	54	90	166	85.15	100	138
70	Note Cards (200)	200	82	125	231	210	97.78	130	120
71	Note Cards (500)	500	90	139	262	233	152.50	140	166
72	Note Card Envelopes (200)	200	57	88	231	104	81.01	90	208
73	Note Card Envelopes (500)	500	84	98	252	140	126.07	120	227
74	Coloring Book - 8 page booklet (1,000)	1000	245.19	239	345	307	418.95	488	465
75	Coloring Book - 8 page booklet (2,500)	2500	372.11	499	625	441	814.53	602	789
76	Property Record File Folder	1,000	493.22	699	638	591	no bid	555	less for an alternate
Samples included?			no	yes	yes	yes	yes	yes	yes

* non-responsive bidder - no samples submitted

**CITY OF NOVI
PRINTING SERVICES
PROPOSAL FORM**

Company name Academy Printing

We the undersigned as bidder, propose to furnish Printing Services to the City of Novi according to the bid specifications for the following prices:

Item #	Item name	Description	Ink Color	# of sides	Qty	Bid Price
1	Business Card - 1 sided, 3 color	100# Classic Linen Avon Brilliant White	3 color digital	1	500	\$42.00
2	Business Card - 1 sided, 4 color	100# Classic Linen Avon Brilliant White	4 color digital	1	500	\$42.00
3	Business Card - 2 sided, 4 color/2 color	100# Classic Linen Avon Brilliant White (2nd side is 2 color - blue & black)	4 color digital	2	500	\$69.00
4	Business Card - 2 sided, 3 color	100# Classic Linen Avon Brilliant White (both sides are 3-color)	3 color digital	2	500	\$67.00
5	Envelope - Bond	# 6 3/4 white wove, no window	Black	1	1,000	\$59.00
6	Envelope - Return	#9 - 24# pink envelope, no window	Black	1	1,000	\$139.00
7	Regular Envelope (1000)	#10 - 24# white wove	Black	1	1,000	\$59.00
8	Regular Envelope (2,500)	#10 - 24# white wove	Black	1	2,500	\$235.00
9	Regular Envelope (5,000)	#10 - 24# white wove	Black	1	5,000	\$399.00
10	Regular Envelope (10,000)	#10 - 24# white wove	Black	1	10,000	\$730.00
11	Regular Envelope (20,000)	#10 - 24# white wove	Black	1	20,000	\$115.00
12	Regular Envelope (1000)	#10 - 24# white wove	PMS125, PMS 286, black	1	1,000	\$190.00
13	Regular Envelope (2,500)	#10 - 24# white wove	PMS125, PMS 286, black	1	2,500	\$69.00
14	Window Envelope (1,000)	#10 - 24# white wove	Black	1	1,000	\$96.00
15	Window Envelope (2,000)	#10 - 24# white wove	Black	1	2,000	\$138.00
16	Window Envelope (3,000)	#10 - 24# white wove	Black	1	3,000	
17	Letterhead (500)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	1	500	\$127.00
18	Letterhead (1000)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	1	1,000	\$160.00
19	Letterhead (3000)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	1	3,000	\$208.00
20	Letterhead (5000)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	1	5,000	\$269.00
21	Letterhead (10,000)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing	PMS 286, PMS 125, black	1	10,000	\$398.00

129.00
235.00
399.00
730.00
115.00
190.00
69.00
96.00
138.00

Correction See Mount

**CITY OF NOVI
PRINTING SERVICES
PROPOSAL FORM**

Company name Accudom Printing + Graphics

Item #	Item name	Description	Ink Color	# of sides	Qty	Bid Price
22	Letterhead - Permits Plus(10,000)	8.5" x 11" 70# Finch Opaque Bright White Smooth, spot color printing (logo only, no text)	PMS 286, PMS 125	1	10,000	\$ 359.00
23	Accounts Payable Checks	8.5" x 11" 1 part, 24# white MICR Bond, perforated, numbered in red	PMS 286, black	2	5,000	\$ 429.00
24	Door Hang Tag- Ordinance Inspection	3-3/8" x 8.5" 67# card stock - yellow	Black	1	1,000	\$ 89.00
25	Door Hang Tag - Assessing Notice	3.5" x 6 5/8" 65# card stock - yellow	Black	1	1,000	\$ 99.00
26	Door Hang Tag - Weed Whip Damage	4" x 7.5" 10 pt tag - fluorescent color	Black	1	250	\$ 98.00
27	Door Hang Tag - Ordinance Violation	3" x 8.5" 65# tag - Astrobright green or yellow	Black	1	1,000	\$ 115.00
28	Door Hang Tag - Notice Water Service/Shut off	3" x 7.5" 10 pt. tag - various colors	Black	1	1,000	\$ 115.00
29	Door Hang Tag - Tree Pruning/Lawn Watering	4 " x 11" 10pt. tag - fluorescent color	Black	1	1,000	\$ 115.00
30	Door Hang Tag - New Tree	4 " x 11" 10pt. tag - fluorescent color	Black	2	1,000	\$ 145.00
31	Door Hang Tag -POC Recruiting (2,500)	4.25 x 11", 100# white, die cut with round corners	multi color (toner color)	1	2,500	\$ 398.00
32	Door Hang Tag -POC Recruiting (5,000)	4.25 x 11", 100# white, die cut with round corners	multi color (toner color)	1	5,000	\$ 589.00
33	Tag - Do Not Open This Valve (500)	3" x 7.5" 65# tag - red	Black	1	500	\$ 99.00
34	Tag - Do Not Open This Valve (1000)	3" x 7.5" 65# tag - red	Black	1	1,000	\$ 115.00
35	Tag - Fire Extinguisher Inspection	3.25" x 6.5" 65# tag - manilla	Black	2	1,000	\$ 145.00
36	Tag - Out of Service	3.125 x 6.25, 110# white index, reinforced hole, wire attached	Red	2	1,000	\$ 243.00
37	Sticker - APPROVED, NOT APPROVED	4" x 2" Fasson Perm. Label- Various fluorescent colors	Black	1	1,000	\$ 74.00

**CITY OF NOVI
PRINTING SERVICES
PROPOSAL FORM**

Company name Accurate Printing & Graphics.

Item #	Item name	Description	Ink Color	# of sides	Qty	Bid Price
38	Sticker - APPROVAL OF FINAL INSPECTION	5.5" x 3.25" Fasson Perm. Label-Variou fluorescent colors	Black	1	1,000	\$74.00
39	Sticker - 9-911	1" x 1" Fasson Perm. Label - Fluores. Red	Black	1	1,000	\$78.00
40	Customer Reply Card	6" x 4.25" white postcard	Black	2	1,000	\$59.00
41	Notice - Grading Approval	8.5" x 11" 10 pt. cover - fluorescent orange	Black	1	1,000	\$104.00
42	Notice - Stop Work	8.5" x 11" 110# Index - red	Black	1	1,000	\$99.00
43	Property Appraisal Record - Residential	8.5" x 11" 125# Tag	Black	2	1,000	\$110.00
44	Property Appraisal Record- Commercial	8.5" x 14" 125# Tag	Black	2	1,000	\$199.00
45	Weather Card	8.5" x 14" 110#, Orange	Black	1	1,000	\$112.00
46	Service Installation Card	4" x 8" 110# Index - yellow	Black	1	1,000	\$64.00
47	Past Due Notice	4" x 6" Continuous Feed Card w/perforations. 100# white	Red/ Black	2	1,000	\$169.00
48	Lakeshore Park Permit	2-3/4" x 6", 80#, colored stock, perfed, numbered in 2 places in red	Black	1	1,000	\$98.00
49	Absence Request Form (500)	8-1/2" x 5-1/2", 2 part NCR (white, yellow)	Black	1	500	\$98.00
50	Absence Request Form (1000)	8-1/2" x 5-1/2", 2 part NCR (white, yellow)	Black	1	1,000	\$104.00
51	Street Tree Work Application Permit	8.5" x 11" 2 part NCR (white, pink)	Black	1	1,000	\$149.00
52	Application for Facility Reservation	8.5" x 14" 2 part NCR (white, pink)	Black	2	1,000	\$217.00
53	Notice of Violations (Fire Dept)	8.5" x 11" 2 part NCR (yellow NCR paper with manilla tag printed 2 sides)	Black	2	1,000	\$238.00
54	Petty Cash Voucher	5" x 4" 2 part NCR (white, yellow) numbered in red	Black	1	500	\$69.00
55	Notice of Violations (Building Dept)	5.5" x 8.5" 3 part NCR (white, yellow, pink)	Black	1	1,000	\$129.00

**CITY OF NOVI
PRINTING SERVICES
PROPOSAL FORM**

Company name Accuform Printing + Graphics

Item #	Item name	Description	Ink Color	# of sides	Qty	Bid Price
56	Meter Work Order	8.5" x 9" 3 part NCR (white, yellow, pink)	Black	1	1,000	\$ 164.00
57	Inspection Request (DPW)	5.25" x 8.5" 3 part NCR (white, yellow, pink)	Black	1	1,000	\$ 128.00
58	Notice of Violations (Building Dept)	8.5" X 11" 3 part NCR (white, yellow, pink)	Black	1	1,000	\$ 169.00
59	Police Property Report	8.5" x 11" 3 part NCR (white, pink, green) white & green copy printed 2 sides	Black	2	3,000	\$ 489.00
60	Picnic Shelters & Tents Rental Application	8.5" x 14" 3 part NCR (white, yellow, pink)	Black	1	1,000	\$ 219.00
61	Interim Bond Receipt	4" x 7" 3 part NCR (white, yellow, pink) numbered in red	Black	1	1,000	\$ 139.00
62	Request for Release of Site Restoration Bond	8.5" x 8.5" 4 pt. NCR (white, yellow, pink, blue)	Black	1	1,000	\$ 305.00
63	Site Restoration Bond	5.25" x 7.25" 4 part NCR (white, yellow, pink, goldenrod) numbered in red	Black	1	1,000	\$ 224.00
64	Hazardous Chemical Inventory	8.5" x 11" 20# bond	Black	1	1,000	\$ 42.00
65	Hazardous Chemical Survey	8.5" x 11" 20# bond	Black	2	1,000	\$ 68.00
66	Preliminary Incident Report	5.5" x 8.5" Padded (50/pad)	Black	1	1,000	\$ 48.00
67	Maintenance Request- Parks/Forestry	8.5" x 11" Padded (50 or 100/pad)	Black	1	1,000	\$ 38.00
68	Materials Usage Log-DPS	8.5" x 11", 20# bond, Padded (50/pad)	Black	1	2,500	\$ 98.00
69	Service/Requisition Form-Fire	8.5" x 11", 20# bond, Padded (50/pad)	Black	2	1,000	\$ 54.00
70	Note Cards (200)	5-1/2" x 8" 80# White Classic Linen, not folded but scored at 4" for folding	PMS 286, PMS 125	1	200	\$ 125.00
71	Note Cards (500)	5-1/2" x 8" 80# White Classic Linen, not folded but scored at 4" for folding	PMS 286, PMS 125	1	500	\$ 139.00
72	Note Card Envelopes (200)	5-3/4" x 4-3/8" A-2 White Classic Linen	PMS 286, PMS 125	1	200	\$ 88.00

**CITY OF NOVI
PRINTING SERVICES
PROPOSAL FORM**

Company name Accudom Printing & Graphics

Item #	Item name	Description	Ink Color	# of sides	Qty	Bid Price
73	Note Card Envelopes (500)	5-3/4" x 4-3/8" A-2 White Classic Linen	PMS 286, PMS125	1	500	\$98.00
74	Coloring Book - 8 page booklet (1,000)	4 pages 11"x17", 60# white, machine saddle binding, 8-1/2"x11 final size	Black	2	1000	\$239.00
75	Coloring Book - 8 page booklet (2,500)	4 pages 11"x17", 60# white, machine saddle binding, 8-1/2"x11 final size	Black	2	2500	\$499.00
76	Property Record File Folder	Legal manila file jacket, double top, flat file jacket. Smead UPC 76500 24930	Black	1	1,000	\$699.00

WE ACKNOWLEDGE RECEIPT OF THE FOLLOWING ADDENDUMS: _____

EXCEPTIONS/OTHER CHARGES/COMMENTS:

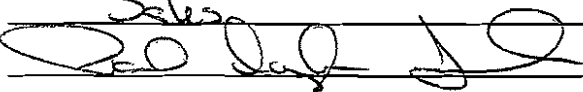
COMPANY NAME: Accudom Printing & Graphics

ADDRESS: 7231 Southfield

CITY, STATE, ZIP CODE: Detroit, MI 48228

AGENTS NAME: (Please print) Paul D Johnson

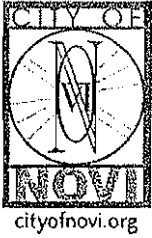
AGENTS TITLE: (Please print) Sales

AGENTS SIGNATURE: 

TELEPHONE: 313-271-5600

FAX: 313-271-4579

DATE: 5/19/10



CITY OF NOVI
PRINTING SERVICES

CONTRACTOR QUALIFICATIONS QUESTIONNAIRE

Failure to answer all questions could result in rejection of your bid.

Name of Firm Accuform Printing + Graphics
Address: 7231 Southfield
City, State Zip Detroit, MI 48228
Telephone 313-271-5600 Fax 313-271-4579
Mobile 313-377-6899
Agent's Name (please print) Paul D. Johnson
Agent's Title Sales
Email Address: Paul.johnson@accuform.net
Website www2.accuform.net

1. Organizational structure: Corporation, Partnership, etc. Corporation
2. Firm established: 1969
3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?
No Yes Reason: _____

4. Under what other or former names has your organization operated? none

5. How many years in business under current name? 41

6. How many full time employees? 14 Part time? 3-5

7. Address of facility where printing will be done 7231 Southfield Detroit, MI 48228

8. Are you able to provide insurance coverage as required by this bid? Yes

9. Please provide your procedure for ordering, proofing & delivering printed goods:

As ordering - Electronic or faxed P.O.'s with Item's +
Shipping instructions we will confirm with Acknowledgment.
Bi Proofing - Pdf & proof or Digital Dylux w/ proof Approval Sign.
for signed off Approval
ei. Delivery - out Truck delivery to city per specifications.

10. List printing equipment & tools at your facility to be used in performance of this contract:

2 - bizhub pro - C6501 Digital Printers.
1 - 5 color Heidelberg SM 74-5P
1 - 2 color Heidelberg Printmaster
1 - Prepress - Heidelberg Trinet signs direct to plate system.

11. **References:** Provide at least three (3) references for contracts held in the last 3 years that are comparable in scope to this bid:

Company City of Moji
Address 45175 W. Ten Mile Rd. Moji, MI 48375
Phone 248-735-5628 Contact name Sheryl Walsh

Company CITY OF DETROIT ELECTIONS DEPT.
Address 2978 W. GRAND BLVD - DETROIT, MI 48202
Phone (313) 433-1028 Contact name GEORGE AZZOURI

Company CITY OF DETROIT WATER & SEWERAGE
Address 6425 HUBER AVE - DETROIT, MI 48211
Phone (313) 946-9030 Contact name MARGARET WILSON

12. Claims & Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

No Yes

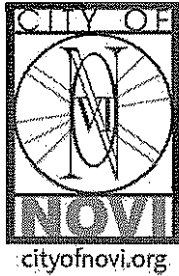
13. Provide any additional information you would like to include which may not be included within this Questionnaire. You may attach additional sheets.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: [Signature]

Representative's Name (please print) Paul Douglas Johnson

Date 5/13/10



**NOTICE - CITY OF NOVI
INVITATION TO BID
PRINTING SERVICES**

The City of Novi will receive sealed bids for **Printing Services** according to the specifications of the City of Novi.

Sealed bids will be received until **3:00 P.M.** prevailing Eastern Time, **Thursday, May 20, 2010** at which time bids will be opened and read. Bids shall be addressed as follows:

**CITY OF NOVI
CITY CLERK'S OFFICE
45175 W. Ten Mile Rd.
Novi, MI 48375-3024**

All bids must be signed by a legally authorized agent of the bidding firm. **ENVELOPES MUST BE PLAINLY MARKED**

"PRINTING SERVICES BID"

AND MUST BEAR THE NAME OF THE BIDDER.

The City reserves the right to accept any or all alternative bids and award a contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; to subdivide the award, and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti
Purchasing Manager

Notice Dated: April 23, 2010

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.mitn.info and obtain an official copy.



cityofnovi.org

CITY OF NOVI
PRINTING SERVICES
INSTRUCTIONS TO BIDDERS

This bid is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

Bid Issue Date	April 23, 2010
Last Date for Questions	Thursday, May 13, 2010 by 12 Noon Questions are to be submitted to: Sue Morianti, Purchasing Manager smorianti@cityofnovi.org
Response Due Date	Thursday, May 20, 2010 by 3:00 P.M.
Anticipated Award Date	June 7, 2010

SAMPLE BOOK AVAILABLE FOR VIEWING

A sample book of printed materials is available for viewing at the City Clerks Office (2nd floor) at 45175 W. Ten Mile Road, Novi, MI 48375. Hours are Monday-Friday, 8:00 a.m. - 5:00 p.m. A form will be provided so you may write down any questions you have about the printed materials. Questions will be answered with an official Addendum posted on the MITN website. No one from the Clerk's department will be able to answer questions about the materials.

BID SUBMITTALS

An **UNBOUND COMPLETED ORIGINAL and TWO (2) COPIES** of each proposal form & questionnaire and **one (1) set of samples** must be submitted. Original may be clipped but should not be stapled or otherwise bound. No other distribution of the bids will be made by the Contractor. Bids must be signed by an official authorized to bind the Contractor to its provisions.

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

CHANGES TO THE BID/ADDENDUM

Should any prospective Bidder be in doubt as to the true meaning of any portion of the ITB, or should the Bidder find any patent ambiguity, inconsistency, or omission therein, the Bidder shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the staff member indicated above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info. Any addendum issued by the City shall become part of the ITB and subsequent contract and shall be taken into account by each bidder in preparing its bid. Only written

addenda is binding. It is the Bidder's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on bid form.

CONSIDERATION OF BIDS

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the bidder/proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the bidder states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The Purchasing Manager hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

CONTRACT AWARD

The contract will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation, will be most advantageous to the City of Novi. Qualifications, experience, references, comparable projects, price, previous experience with vendor/contractor, delivery, and other factors will be considered in the evaluation process and award of contract. The City reserves the right to accept any or all alternative bids and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

After contract award, a summary of total price information for all submissions will be posted on the MITN website at www.mitn.info.

The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

SUBMISSION OF BID

Bids must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of bid. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed bids must arrive at the specified location, on or before the specified time and date. There will be no exceptions to this requirement. Contractors mailing bids should allow ample time to ensure the timely delivery of their bid. Bids received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone bids are not acceptable. The City of Novi shall not be held responsible for lost or misdirected bids.

Bids must be clearly prepared and legible and must be signed by an Officer of the submitting Company on the enclosed form. Bids must show unit and total prices if requested. In case of mistakes in price extension, unit pricing shall govern. **ANY CHANGES MADE ON BID FORMS MUST BE INITIALED OR YOUR BID MAY BE CONSIDERED NON-RESPONSIVE.**

A bid may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Failure to include in the bid all information requested may be cause for rejection of the bid.

Bidders are expected to examine all specifications and instructions. Failure to do so will be at the bidder's risk.

No bid will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

UNAUTHORIZED USE OF THE CITY LOGO IN YOUR BID IS PROHIBITED.

EXCEPTIONS

The City will not accept changes or exceptions to the bid documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the bid form. If Contractor neglects to make the notation on the bid form but writes it somewhere else within the bid documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the bid documents will be applicable during the term of the contract.

RESPONSIVE BIDS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Unit prices shall be submitted if space is provided on bid form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is not provided. Any exceptions to the specifications must be noted on the bid form.

CONTRACT TERMINATION

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful bidder will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Such approval shall not constitute a basis for privity between the City and any subcontractor. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

NON-DISCRIMINATION

In the hiring of employees for the performance of work described in this ITB and subsequent contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF BID CONTENT

Should a contract ensue, the contents of the bid of the successful Bidder may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this ITB is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Bids should be prepared simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by bidders prior to issuance of a contract.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offerer certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

(a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offerer or with any other Competitor; and

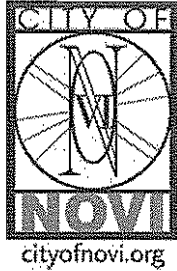
(b) No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

(c) He is the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or

(d) He is not the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



CITY OF NOVI
PRINTING SERVICES
SPECIFICATIONS

The City of Novi is seeking bids from a qualified company in the printing business to provide printing services for business cards, letterhead, envelopes and various forms.

GENERAL

1. All items listed in the bid forms **MUST** be quoted.
2. Items will be ordered on an "as needed" basis. Exact quantities/amounts of printed goods to be ordered are unknown and quantities are not guaranteed.
3. It is understood that items ordered in larger quantities than are quoted in this bid will be priced at "less per thousand" than the quote due to efficiencies in ordering larger quantities. For example, an item quoted at \$100 for 1000 should cost less than \$200 for 2000 due to the efficiencies of printing more.
4. Self-carbon is N.C.R. or equal.
5. Color sequence **MUST** be followed as specified.
6. Paper **MUST** be as specified or equal.
7. All ink colors will be specified as a Pantone Matching System (PMS) number. The Pantone System is used as a color chart.
8. All forms to be numbered are sequential. The starting number will be indicated by the City when order is placed.
9. All business which cannot be communicated electronically, or via fax, shall be done in the offices of the City.
10. Printer warrants that all goods and services furnished under this contract will be free from defects in material and workmanship and will be conformity with the requirements of this order including drawings and specifications, or if not so desired or specified, they will be merchantable and fit the purpose for which they are sold. Where design is the Printer's responsibility, it will be free from defect in design.
11. The cost of any new form required by the City shall be arrived at by using the base costs submitted in the bid for typesetting, binding, numbering, stapling and collating for comparable forms. If the form cannot be priced through this method, the City maintains the right to obtain competitive quotations on the specific form.
12. New forms ordered during the course of the contract become part of the contract at the price quoted.
13. Overruns will be allowed at a **MAXIMUM** of 5%.

14. The contractor is responsible to perform all functions associated with the preparation, printing and delivery of the forms to the identified agency. This includes having a representative available to answer all questions regarding design, layout, pricing, etc.
15. No "composition" charges will be allowed. We do have some forms in PDF format but you should assume that you will have to make revisions to an existing PDF or create a new document.
16. No charge will be allowed for packing and crating. No insurance, postage, mailing, freight, truck, or delivery charges will be allowed unless authorized by the City. All materials are to be packed in a manner allowing their proper storage without damage through exposure.
17. Contractor is to specify any other charges on the proposal/bid form. These will be taken into consideration when evaluating the bids. No charges will be allowed if they are not specified on proposal form and accepted by the City when awarding the contract.
18. Prices are F.O.B. Delivered City of Novi.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services. The contract period will be for one (1) year. Upon mutual consent of the City of Novi and the successful bidder, the contract may be renewed two (2) times in one (1) year increments at the same terms and conditions of the original contract.

INSURANCE

A certificate of insurance naming the City of Novi as an additional insured must be provided by the successful bidder prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the City and remain in force during the entire contract period.

TAX EXEMPTION

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful bidder with tax exemption certificates after award. The City's tax-exempt number is 38-6032551.

SUBMITTALS

A **MINIMUM** of six (6) samples must be submitted with your proposal including at least one (1) business card and one (1) piece of letterhead and four (4) additional samples of items similar to items on the proposal form. Failure to provide samples with your bid will be justification for bid rejection.

Contractor must submit the completed Contractor Questionnaire including requested references. The questionnaire included as part of this document may be typed or written. A "fill-in" version is posted along with this document so you may download it and fill it in on your computer. You will need to print it out in order to sign it and submit it.

The Proposal form may be downloaded & filled in on your computer before printing, or you may print it and write or type the numbers manually.

BID EVALUATION

The bid evaluation for the lowest qualified bidders will include an on-site visit of your plant to examine the equipment and facilities and to determine the ability of the contractor to perform the work in accordance with the requirements of the contract.

REQUESTS FOR QUOTES / ORDERING / INVOICING

1. When requested, quotes must be provided within 2 business days. The City reserves the right to order materials from another contractor if response time requirement is not met.
2. Contractor will not print any materials without the appropriate written City of Novi order form or Purchase Order. Orders under \$1,000 will be ordered on a City of Novi order form. All orders over \$1,000 must have on an official City of Novi Purchase Order signed by the Purchasing Manager.
3. The Contractor must provide initial proof for inspection within 2 business days of order placement. It is preferred that proofs are sent electronically. The City will receive a final corrected proof before approval will be issued. All proofs/artwork become the property of the City of Novi upon receipt.
4. Contractor shall receive written proof approval from City staff member before proceeding with printing. Email approval is sufficient.
5. All orders **MUST** be processed and shipped in a reasonable period of time after proof approval and in **NO EVENT EXCEED TEN (10) BUSINESS DAYS** unless previous written approval has been given.
6. Delivered orders must be accompanied by a packing list.
7. Payment for work completed will be made only on satisfactory delivery of each job.
8. An original invoice must be mailed to the Finance Department promptly upon completion of the work. Complying with this procedure will result in the most efficient payment process. Invoices will not be sent with product, left with departments, or faxed.
9. Invoices shall **exactly** match the order/purchase order item for item. Invoices shall be marked with the order number and 3-digit department code. **NO VERBAL ORDERS WILL BE HONORED.**