



CITY of NOVI CITY COUNCIL
Agenda Item O
February 11, 2019

SUBJECT: Approval of contract award to Accuform to develop, design, produce and distribute Engage six times per year in the amount of \$47,197 for the first year, \$28,319 the second year, and \$18,879 the third year with the option for two renewals at the third year cost.

SUBMITTING DEPARTMENT: Community Relations

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	\$47,197 (does not include postage)
AMOUNT BUDGETED	\$96,000 (proposed in FY 19-20)
APPROPRIATION REQUIRED	\$
LINE ITEM NUMBER	101-295.00-880.500

BACKGROUND INFORMATION:

For more than a decade, the City of Novi has produced the Engage magazine to market Parks, Recreation & Cultural Services programming, as well as City events and services and Library happenings. The current magazine is printed and mailed at a cost of approximately \$43,000 (printing and mailing) three times annually for a total cost of \$129,000. This model has served the City, our residents and program participants well, with an estimated 75% of registrations coming through Engage marketing. Looking to enhance the City's storytelling and share the programming information more frequently all while lowering the costs, in December 2018 a Novi Local Magazine request for proposals (RFP) was placed on BidNet.

The RFP sought a vendor to develop, design, produce and distribute a "Novi local" magazine six times per year. The free magazine will replace the City's current Engage publication. The magazine will be designed to inform, entertain, educate and inspire people to connect with and contribute to the Novi community through articles focusing on events, services, programs and opportunities, as well as the traditional program listings.

Each magazine is to be no fewer than 76 pages of which no more than 25% will be devoted to advertising. All advertising and solicitation will be the sole responsibility of the contractor. The City of Novi retains the right to approve and/or reject sponsors or advertisers and has full editorial control of the magazine.

The new magazine cycle would begin with a July/August 2019 edition and continue every two months throughout the year. Awarding in February provides time to finalize the advertising rate sheet (sample attached) and secure advertisers for a smooth launch in late June of the first edition.

Three qualified proposals were received and a team consisting of Community Relations, Library and Parks staff members interviewed and discussed the project with the three firms in mid-January. Two of the firms understood the project, yet maintained a normal per issue publishing

rate and, in addition, they would keep all or a percentage of the advertising proceeds. The third firm, Accuform, best understood the goal of reducing City costs through advertising while increasing the number of issues to more consistently tell the Novi story.

Accuform's proposed cost is \$31,465 per edition which includes design, layout, printing and perfect binding. This equates to \$188,790 annually. All advertising and solicitation will be their sole responsibility. The City of Novi will determine editorial themes and content of the magazine.

Although not free to the City of Novi, Accuform is proposing a sliding fee schedule which will lower the cost in years two and three.

Year	Accuform Total Cost \$	City Percentage	City Cost \$
1	188,790	25%	47,197
2	188,790	15%	28,319
3	188,790	10%	18,879

The City of Novi will be responsible for the postage which will be approximately \$8,000 an issue, for a total of \$48,000 annually. The City's first year cost for six editions of Engage would be approximately \$95,197, compared to the \$129,000 current cost for three editions. Total second year costs would decrease to \$76,319 and third year costs would be \$66,879.

The figures do not take into account the payback to the City from our Engage Library or Novi School partners, which combined would be approximately \$20,000.

Past products with Accuform have been completed on time, of superior quality and delivered with quality customer service. It is with high confidence they are recommended to launch this new version of Engage as we seek to enhance our marketing and storytelling efforts.

RECOMMENDED ACTION: Approval of contract award to Accuform to develop, design, produce and distribute Engage six times per year in the amount of \$47,197 for the first year, \$28,319 the second year, and \$18,879 the third year with the option for two renewals at the third year cost.

ENGAGE

get outdoors!

38 : nature-inspired
: ways to get more
: fresh air & free
: play this spring

SUN, SAND & SOFT SERVE

Novi's Favorite Spring Escapes for Family Fun!

Chill & Grill
CLASSIC COOKOUT DINNERS WITH A TWIST

For Dad's Day
SO-SWEET GIFTS KIDS CAN MAKE

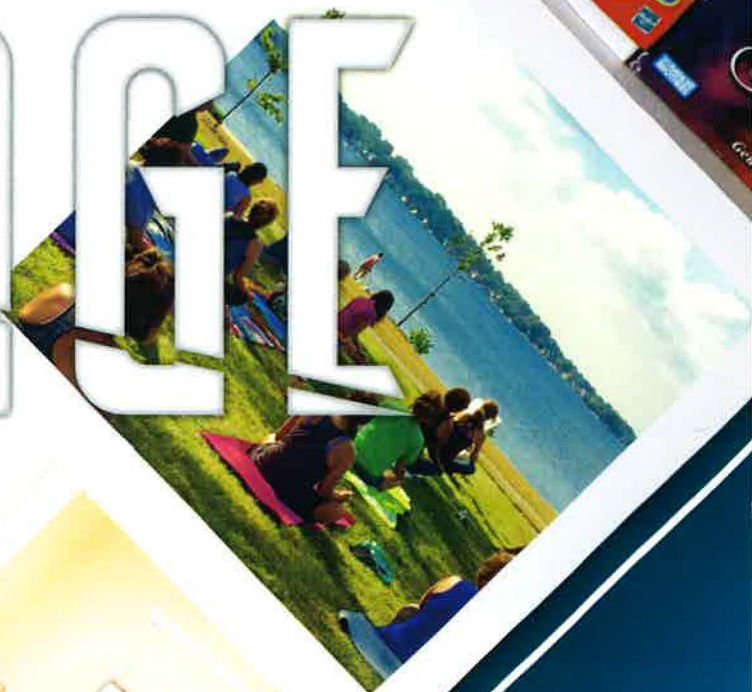
GOTCHA!
TRICKS & TOYS FOR APRIL FOOLS

SPRING 2019
ENGAGEMAGNOVI



STEP FORWARD.

ENGAGE



BEGIN A DIALOGUE
WITH THE CITY OF NOVI

ENGAGE WITH THE CITY OF NOVI

BEGIN A DIALOGUE
WITH OUR COMMUNITY

The community in the City of Novi is booming, and more and more businesses and people are knocking at our door because they want to see what the buzz is about. Engage Magazine is the perfect compliment to instill in our readers the importance of community, structure and lifestyle. In addition to reaching well over 31,000 households, this magazine will have a great shelf life throughout our City and affiliated communities by maintaining visibility on coffee tables and office lobbies. This magazine will give our businesses effective and marketable advertising at very affordable rates and also give our solid mom and pop shops the chance to be featured in stories highlighting their goals and future.



ENGAGE



ADVERTISING SIZES

1. NO BLEED OPTION
8" X 10.25"
Prints With
White Space Around Ad
OR
2. FULL BLEED OPTION
8.75" X 11"
Covers Entire Page
and Includes .125" Bleed
on All Sides

Full Back Cover Ad
(8.5" x 10.75")
\$2,000

1. NO BLEED OPTION
8" X 10.25"
Prints With
White Space Around Ad
OR
2. FULL BLEED OPTION
8.75" X 11"
Covers Entire Page
and Includes .125" Bleed
on All Sides

Full Premium Page Ad
(8" x 10.25")
\$1,600

1. NO BLEED OPTION
8" X 10.25"
Prints With
White Space Around Ad
OR
2. FULL BLEED OPTION
8.75" X 11"
Covers Entire Page
and Includes .125" Bleed
on All Sides

Full Standard Page Ad
(8" x 10.25")
\$1,200



Half Page "Horizontal"
(8" x 5")
\$750



Half Page "Vertical"
(3.875" x 10.25")
\$750



Quarter Page Ad
(3.875" x 5")
\$500



Eighth Page Ad
(3.875" x 2.375")
\$300

ADVERTISING SPECIFICATIONS

- Submit Your Artwork or Ad at 300 DPI
- All Colors Must Be Created as Process Colors (NO Spot Colors) and as CMYK
- No Artwork From The Web or Facebook
- Can Be Submitted in JPEG, PSD, PDF and TIFF File Formats. We Cannot Accept: Microsoft Word, Publisher or Pagemaker Documents as Digital Artwork.



NOTICE - CITY OF NOVI
PRINTING SERVICES-NOVI LOCAL MAGAZINE

REQUEST FOR PROPOSALS

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

IMPORTANT DATES

RFP Issue Date	December 3, 2018
Last Date for Questions	Tuesday, December 18, 2018, by 12:00 pm ET Submit questions via email to: Sue Morianti, Purchasing Manager smorianti@cityofnovi.org
Response Due Date	Tuesday, January 8, 2019, by 11:00 am ET Deliver to: City of Novi Attn: Finance Department 45175 Ten Mile Road Novi, MI 48375
Anticipated Interview Date	January 15, 2019, 9 am – 12 pm
Anticipated Award Date	January 28, 2019

DESCRIPTION:

The City of Novi is seeking a vendor to develop, design, produce and distribute a “Novi local” magazine six (6) times per year. The free magazine will replace the City’s current Engage magazine.

NOTICE TO PROPOSERS

The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP 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 RFP 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.

INSTRUCTIONS

QUESTIONS

Please email all questions to the staff member listed above. Please write the name of the RFP in the subject line. If you write anything else in the subject line, your email may be deleted as spam. Vendors/contractors are specifically directed not to contact any other City staff. Unauthorized contact of any City department employee may result in rejection of submittal.

MANDATORY PRE-PROPOSAL MEETING

A mandatory pre-proposal meeting may be held. If so, the date, time and location will be indicated on the cover of this RFP. The meeting will begin promptly at the time indicated and will be closed thereafter to latecomers. It is the vendor/contractor's responsibility to take traffic, weather, etc. into consideration in order to arrive at the pre-bid meeting on time.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services. The initial contract period will be from the date of award until June 30, 2020. Upon mutual consent of the City of Novi and the successful proposer, the contract may be renewed two (2) times in one (1) year increments.

CHANGES TO THE RFP/ADDENDA

Should any prospective Proposer be in doubt as to the true meaning of any portion of the Request for Proposal, or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFP 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 RFP and shall be taken into account by each proposer in preparing their proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

PROPOSAL SUBMITTALS

Provide **two (2)** hard copies of your technical proposal, **one (1)** unbound signed and clearly marked as ORIGINAL, and **one (1)** copy of the original proposal, clearly marked as COPY, and **one (1)** digital copy on CD or flash drive. Original proposal may be clipped but should not be stapled or bound. Copies may be stapled and bound. The original and copies should be identical, excluding the obvious difference in labeling.

Please submit **two (2)** copies of your Fee Proposal *in a separate sealed envelope*. DO NOT INCLUDE ANY PRICING OR FEES IN YOUR TECHNICAL PROPOSAL. Technical

proposals and Fee Proposal envelope may be shipped in the same box. No other distribution of the proposal will be made by the Contractor.

Proposal must be signed by an official authorized to bind the Contractor to its provisions.

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.

SUBMISSION OF PROPOSALS

To be considered, sealed proposals must be submitted, as specified in the Instructions section on or before the specified time and date. There will be no exceptions to this requirement. Faxed, emailed, or telephone proposals are not acceptable. The City of Novi shall not be held responsible for lost or misdirected proposals. The City reserves the right to postpone an RFP opening for its own convenience.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form when one is provided in the RFP documents. Proposals must show unit and total prices when requested. In case of mistakes in price extension, unit pricing shall govern. *ANY CHANGES MADE ON THE PROPOSAL FORM MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.*

A proposal 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.

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

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

Any samples, CDs, DVDs or any other items submitted with your proposal will not be returned to the contractor.

No proposal 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.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

INELIGIBILITY OF IRAN LINKED BUSINESS

Under 2012 PA 517, an Iran Linked Business, as defined therein, is not eligible to contract with the City and shall not submit a proposal.

CONSIDERATION OF PROPOSALS

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the 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 proposer 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 City 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.

RESPONSIVE PROPOSALS

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 proposals on a fair and uniform basis. Unit prices shall be submitted if space is provided on proposal 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 proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

EXCEPTIONS

The City will not accept changes or exceptions to the RFP documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the proposal form. If Contractor neglects to make the notation on the proposal form but writes it somewhere else within the RFP 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 RFP documents will be applicable during the term of the contract.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals, 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 interests of the City of Novi.

After contract award, notification 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.

SELECTION PROCESS

This document is a Request for Proposals. It differs from an Invitation to Bid in that the City is seeking a solution as described herein, and not a bid meeting firm specifications for the lowest price. As such the lowest price will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based on criteria formulated around the most important features of the service, of which qualifications, experience, capacity and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the city. Those criteria that will be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all proposals received. A contract will be awarded to a qualified contractor submitting the best proposal.

GENERAL CONDITIONS

INSURANCE

A certificate of insurance naming the City of Novi as an additional insured must be provided by the successful proposer 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.

CONTRACT RENEWAL

No contract shall be automatically renewed at the end of any contract term.

NO EXCLUSIVE CONTRACT

Contractor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that the City may, at any time, secure similar or identical products/services at its sole option. The Contractor will not be reimbursed for any anticipatory profits should the City exercise this option.

TAX EXEMPT STATUS

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 proposer with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful proposer for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

FREIGHT CHARGES/SHIPPING/HANDLING

All pricing is to be F.O.B. destination.

DOWN-PAYMENTS OR PRE-PAYMENTS

Any bid proposal submitted which requires a down-payment or prepayment prior to delivery and full acceptance of the item(s) as being in conformance with specifications will not be considered for award.

INVOICING

Invoices may be mailed to: City of Novi, Attn: Finance Department, 45175 Ten Mile Road, Novi, MI 48375, OR emailed to: invoices@cityofnovi.org. *This email is to be used for invoices and statements only and not for any other type of communication or sales. We are unable to respond to any inquiries from this email.*

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 proposer 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. 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 under this 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 PROPOSAL CONTENT

Should a contract ensue, the contents of the proposal of the successful Proposer 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 RFP is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor'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 proposers prior to issuance of a contract.

SAMPLES

Samples may be requested by the City of Novi during bid evaluation. Samples shall be free to the City and will not be returned. Failure to provide samples or demonstrations on a timely basis will be justification for rejection of your proposal.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offeror 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 offeror or with any other Competitor; and

(b) No attempt has been made or will be made by the offeror 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 offeror'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 offeror'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 OFNOVI
PRINTING SERVICES-NOVI LOCAL MAGAZINE
SPECIFICATIONS

SCOPE OF SERVICES

The City of Novi is seeking a vendor to develop, design, produce and distribute a “Novi local” magazine six (6) times per year. The free magazine will replace the City’s current Engage magazine. The magazine will be designed to inform, entertain, educate and inspire people to connect with and contribute to the Novi community through articles focusing on events, services, programs and opportunities. Qualified vendors must operate within a 100 mile radius of Novi, MI and employ adequate personnel and production capabilities to properly produce a high-quality magazine. The selected vendor must work closely with Novi’s Community Relations staff to ensure the magazine meets Novi standards for quality and accuracy.

Vendor shall provide the following information (in this order):

1. Firm name, address of all offices, specify the office in which the work will be done.
2. Name, position, phone, email of project manager to be assigned.
3. Describe how the contractor will staff this project including the number of people and specific skills that will be utilized, i.e. project manager, graphic designer, writers, editors, sales manager, etc. and whether staff is in-house or subcontractors.
4. List and briefly describe any ongoing or completed similar magazine projects with names and contact information for each of these projects who may be contacted as references.
5. Describe prior experience in soliciting and securing advertising.
6. Provide proposed production schedule for bi-monthly publication.
7. Please provide a hard copy example of similar work

Vendor will be evaluated on reputation, experience, competence and knowledge of procedures applicable to project, experience in sales and advertising and service fee structure.

SPECIFICATIONS

Produce a high-quality, full-color magazine with no fewer than 76 pages of which no more than 25% devoted to advertising unless otherwise instructed in writing.

All advertising and solicitation will be the sole responsibility of the contractor. The City has the right in advance to approve and/or reject sponsors or advertisers.

The Contractor will be responsible for design, layout, writing, editing and photography. The selected vendor will work with City Community Relations representatives in making

appropriate design selections and establishing guidelines and standards for the layout and printing of publications as scheduled. All costs associated with this project are the responsibility of the Contractor.

The City will determine editorial themes and content of the publication and assumes final proofreading responsibility; this does not eliminate the Contractor's editorial responsibility. The Contractor will make all changes as requested by the City at each review period.

The City of Novi has the right to approve and/or reject all advertisers and articles.

Print 31,000 magazines, specifications - size approx. 8.5"x11", cover 100# coated free sheet offset (#3 gloss), body 50# coated ground wood offset (#4 hi-brite), saddle stitched.

Contractor will mail one magazine to every Novi mailing address (approx. 30,100) with the remainder delivered to the Community Relations Department at the Novi Civic Center, 45175 Ten Mile Road, Novi, MI 48375.

Deliver a digital PDF with live links for web posting.

PRICING

Vendor must submit pricing for the publication taking into account all expenses and advertising revenue related to the creation, printing and distribution of the magazine.

Please note that the initial contract period will be approximately 18 months with the first of the six issues beginning with the July/August 2019 issue. Each issue will be mailed no later than the last week of the month prior to its date. For example, the July/August issue will be mailed no later than the last week of June.

SELECTION OF FINALISTS

The evaluation team will select the finalists and only the finalists will be invited to participate in the subsequent steps of the procurement.

ORAL PRESENTATION BY FINALISTS

Finalists may be required to present their proposal to the Evaluation Team. A time will be scheduled for each finalist on January 15, 2019, if necessary. All presentations will be held at the Novi Civic Center located at 45175 Ten Mile Road, Novi, MI 48375.

NEGOTIATION CONTRACT WITH FINALIST

Contract negotiations will be finalized with the most advantageous proposer by January 21, 2019. In the event that mutually agreeable terms cannot be reached, the City reserves the right to finalize a contract with the next most advantageous Proposer without undertaking a new procurement process.



**CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A**

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
 - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
 - b. **Commercial General Liability Insurance** - The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
 - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.
3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City.
4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.

5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.
6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS

HOLD HARMLESS/INDEMNITY

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:
 - A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.
 - B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.
 - C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.
2. The Contractor agrees that it is its responsibility and not the responsibility of the

City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.

3. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

CONTRACT FOR PRINTING SERVICES – NOVI LOCAL

This Agreement shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, a Michigan municipal corporation, whose address is 45175 Ten Mile, Novi, Michigan 48375, (hereinafter referred to as "Client"), and _____, whose address is _____, (hereinafter referred to as "Contractor").

THE CLIENT AND CONTRACTOR AGREE AS FOLLOWS:

Article I. Statement and Performance of Work.

For payment by the Client as provided under this Contract, Contractor shall provide the materials and perform the services described on and in Schedule A (the "Work"), which is attached hereto and made a part of this Contract by this reference, in a competent, accurate, efficient, timely, good, professional, thorough, complete and responsible manner, and in compliance with the terms and conditions set forth below.

Article II. Timing of Performance.

Performance of this Contract shall commence as of the date of the last signature and end on June 30, 2020. Upon mutual consent of the Client and the Contractor, the contract may be renewed two (2) additional years in one (1) year increments.

Article III. Contract Price and Payment.

Subject to the terms and conditions of this Contract, the Client agrees to pay Contractor an amount services and materials as specifically set forth in the completed Proposal attached which is part of the attached Schedule A. Such payments are in exchange for and consideration of the timely and satisfactory performance and completion of the work required under and pursuant to this Contract. Such itemized billings shall be submitted and shall be paid only upon satisfactory completion of the work itemized in the billing.

All costs and expenses incurred by Contractor under this Contract are deemed to be included in the amounts set forth in Schedule A. Contractor will obtain written approval of the Client prior to proceeding with any work that is not stated on Schedule A; otherwise, the Client will not be billed for such extra/additional work.

Payments shall be made upon verification of invoices received by the Client. All payments to Contractor shall be submitted by mail at Contractor's address first listed above, unless Contractor provides written notice of a change in the address to which such payments are to be sent.

Article IV: Termination.

- A. 1. For cause: In the event that either party shall breach the terms and conditions of this Contract, the aggrieved party may notify the other party, in writing via certified mail, of such breach and demand that the same be remedied within ten (10) days. If the defaulting party fails to remedy the breach as demanded, the aggrieved party shall then have the right to terminate by giving the defaulting party thirty (30) days written notice. In addition, if at any time a voluntary petition in bankruptcy shall be filed against either party and shall not be dismissed within thirty (30) days, or if either party shall take advantage of any insolvency law, or if a receiver or trustee of any of a party's property shall be appointed and such appointments shall not be vacated within thirty (30) days, the other party shall have the right, in addition to any other rights of whatsoever nature that it may have at law or in equity, to terminate by giving thirty (30) days' notice in writing of such termination.
2. For convenience: The Client may terminate the agreement, in whole or in part, without showing cause upon giving thirty (30) days written notice to the Contractor. The Client shall pay all reasonable costs incurred by the Contractor up to the date of notice of termination. The Contractor will not be reimbursed for any anticipatory profits that have not been earned up to the date of notice of termination.
- B. In the event this Contract is terminated before completion, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination, and shall pay Contractor for such materials as have been delivered and for such work as has been completed and is eligible for payment under the terms of this Contract through the date of such termination. In all events, the Client shall only be responsible to make the payments described in the preceding sentence if, at the Client's request, Contractor continues to fully perform its duties and obligations in full compliance with the terms of this Contract through the effective date of the termination.

Article V: Independent Contractor/Vendor Relationship.

- A. In the performance of this Contract, the relationship of Contractor to the Client shall be that of an independent contractor and/or vendor and not that of an employee or agent of Client. Contractor is and shall perform under this Contract as an independent contractor and/or vendor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical benefits, worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

Contractor, as an independent contractor and/or vendor, is not authorized to enter into or sign any agreements on behalf of the Client or to make any representations to third parties that are binding upon the Client.

- B. Contractor represents that it will dedicate sufficient resources and provide all necessary personnel required to perform the work described in Schedule A in accordance with the terms and conditions of this Contract. Except as may be specifically stated and agreed to in Schedule A, Contractor shall perform all of the

work under this Contract and no other person or entity shall be assigned or sub-contracted to perform the work, or any part thereof, unless approved by the Client in advance.

Article VI: Liability and Insurance.

- A. Contractor agrees to indemnify and hold harmless the Client, its elected and appointed officials and employees, from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the Client by reason of (i) personal injury, death and/or property damages which arises out of or is in any way connected or associated with the actions or inactions of Contractor in performing or failing to perform the work; or (ii) civil damages which arise out of any dispute between Contractor and its subcontractors, affiliates, employees or other private third parties in connection with this Contract. Contractor specifically agrees that it is Contractor's responsibility, and not the responsibility of the Client, to safeguard the property and materials used in performing this Contract. Contractor agrees to hold the City harmless from any loss of or damage to such property and materials used in connection with Contractor's performance of this Contract.

- B. Contractor shall provide evidence of adequate insurance coverage in the types and amounts set forth on Schedule B, which is attached hereto and incorporated herein by this reference. Such insurance shall be maintained at the specified level of coverage throughout the term of this Contract, including any extension of such term, and will cover all work, acts and omissions by and on behalf of Contractor in connection with this Contract, with the Client as named additional insureds, but with such coverage being primary and non-contributory as described in the attached Schedule B.

Article VII: Information.

It is expressly acknowledged and agreed that all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, manuals, applications, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and all other materials generated by and/or coming into the possession of Contractor during the term of this Contract, and any extension thereof, that in any way relate to the performance of work by Contractor under this Contract or that are otherwise related or relevant to the work, belong exclusively to the Client and shall be promptly delivered to the Client upon the termination of this Contract or, at any time, upon the Client's request.

Article VIII: General Provisions.

- A. Entire Agreement. This instrument, together with the attached Schedules, contains the entire Contract between the Client and Contractor. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of

the parties hereto, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.

- B. Compliance with Laws. This Contract and all of Contractor's work and practices shall be subject to all applicable state, federal and local laws, ordinances, rules or regulations, including without limitation, those which apply because Client is a public governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.
- C. Governing Law. This Contract shall be governed by the laws of the State of Michigan.
- D. Assignment. Contractor shall not assign this Contract or any part thereof without the written consent of the Client. This Contract shall be binding on the parties, their successors, assigns and legal representatives.
- E. Third Parties. It is the intention of the parties hereto that this Agreement is not made for the benefit of any private third party. It is acknowledged that Client may receive a portion of the funding for the payments under this Contract from one or more private sources, and it is understood by Contractor that it is hired by Client to work exclusively for Client and Contractor agrees that no private party or parties will be allowed to hold sway or influence, in any way, over Contractor's performance of the work.
- F. Notices. Written notices under this Contract shall be given to the parties at their addresses contained in this Contract by personal or registered mail delivery to the attention of the following persons:

 Client: City Manager Peter E. Auger and City Clerk Cortney Hanson
 Contractor: _____
- G. Changes. Any changes in the provisions of this Contract must be in writing and signed by the Client and Contractor.
- H. Waivers. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.
- I. Jurisdiction and Venue of Contract. This Contract shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action between the parties, as having been entered into and consummated in the City of Novi, Oakland County, Michigan.
- J. Conflict. In the event of any conflict or inconsistency between the above provisions of this Contract and either or both of the attached Schedules, the provisions in the above text shall govern.

IN WITNESS WHEREOF, the Client and the Contractor have executed this Contract in Oakland County, Michigan, as of the date last listed below.

WITNESS AND DATES
OF SIGNATURES:

CITY OF NOVI

Date: _____

By: Robert J. Gatt
Its: Mayor

Date: _____

By: Cortney Hanson
Its: Clerk

WITNESS AND DATES
OF SIGNATURES:

CONTRACTOR

Date: _____

By:
Its:



CITY OF NOVI

PRINTING SERVICES-NOVI LOCAL MAGAZINE

FEE PROPOSAL FORM

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

YEAR ONE (6 ISSUES)

Item No.	Description	Qty	Unit of Measure	Unit Price	Total (per issue)	Annual Total
1	Regular Paper: Design & Print Magazine	31,000	Each			
2	Regular paper: Additional printed copies of Magazine	500	Each			
3	Recycled Paper: Design & Print Magazine	31,000	Each			
4	Recycled paper: Additional printed copies of Magazine	500	Each			
5	Mail Magazines	31,000	Each			
6	Mailing additional copies of Magazine	500	Each			

YEAR ONE: ADVERTISEMENTS

Item No.	Description	Qty	Unit of Measure	Total
7	Full Page Advertisement	1	Each	
8	Half Page Advertisement	1	Each	
9	Quarter Page Advertisement	1	Each	

OPTIONAL EXTENTION – YEAR TWO (6 ISSUES)

Item No.	Description	Qty	Unit of Measure	Unit Price	Total (per issue)	Annual Total
1	Regular Paper: Design & Print Magazine	31,000	Each			
2	Regular paper: Additional printed copies of Magazine	500	Each			
3	Recycled Paper: Design & Print Magazine	31,000	Each			
4	Recycled paper: Additional printed copies of Magazine	500	Each			
5	Mail Magazines	31,000	Each			
6	Mailing additional copies of Magazine	500	Each			

OPTIONAL EXTENSION – YEAR TWO: ADVERTISEMENTS

Item No.	Description	Qty	Unit of Measure	Total
7	Full Page Advertisement	1	Each	
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9	Quarter Page Advertisement	1	Each	

OPTIONAL EXTENSION – YEAR THREE (6 ISSUES)

Item No.	Description	Qty	Unit of Measure	Unit Price	Total (per issue)	Annual Total
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3	Recycled Paper: Design & Print Magazine	31,000	Each			
4	Recycled paper: Additional printed copies of Magazine	500	Each			
5	Mail Magazines	31,000	Each			
6	Mailing additional copies of Magazine	500	Each			

OPTIONAL EXTENSION – YEAR THREE: ADVERTISEMENTS

Item No.	Description	Qty	Unit of Measure	Total
7	Full Page Advertisement	1	Each	
8	Half Page Advertisement	1	Each	
9	Quarter Page Advertisement	1	Each	

We acknowledge receipt of the following Addenda: _____
 (please indicate numbers)

EXCEPTIONS TO SPECIFICATIONS (all exceptions must be noted here or included on additional sheet):

COMMENTS: _____

THIS PROPOSAL SUBMITTED BY:

Company (Legal Registration) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Representative's Name _____

Representative's Title _____

Authorized Signature _____

E-mail _____

Date _____

ACCUFORM PRINTING & GRAPHICS, INC.

TECHNICAL PROPOSAL FOR ENGAGE MAGAZINE

Plant:

Accuform Printing & Graphics, Inc.
7231 Southfield Rd.
Detroit, MI 48228

Accuform/Engage Sales Headquarters:

Accuform Printing & Graphics, Inc.
42705 Grand River Ave.
Novi, MI 48375

Project Manager

Paul D. Johnson
313.377.6899
pauljohnson@accuform.net

OVERVIEW

Accuform Printing and Graphics, incorporated in 1969, is an industry leading, family-owned business in the Metropolitan Detroit area. Over the years, Accuform has developed an impeccable reputation in the business community, and we are ready to be your printing partner. Accuform has the capacity to provide a broad spectrum of business and printing solutions, which is evident by our clients, who range from Fortune 500 companies to small businesses and individuals. We are fully fledged and committed to upholding every client with the utmost respect and communicative coherence to bring our services to meet the demands of our clients and enriching their competitive and community involvement.

Advertising Sales Support

Gail Johnson
Sales Manager and Outside Sales

Richard Nagel
Outside Sales

Greg Konczal
Outside Sales

Denise Manic
Outside Sales

Vince Zuniga
Inside Sales

Art Department

Nada Hassan
Ryan St. Clare

Copywriting Department

Jonathan M. Landstrom

Editorial

Lisa DaFalco

Logistics

John D'Angelo

Pre-Press

Jeff Gatt

Accounts Receivable

Randy Meyers

Accounts Receivable

Randy Meyers

Resources and Team

We've been in the printing business for 50 Years and have been the cornerstone of visual and tactile communication for the City of Detroit. We understand how vital it is to bridge the gap between client and consumer. Because this project will entail such a high rate of success and feedback we have the necessary equipment available to guarantee a high quality and sound product that will further bring continued growth to the community.

In addition to our resources we also have an array of talented and core individuals who will bring this project to fruition upon every delivered publication.

Real World Example

The Shul

The Shul is one of the biggest Chabad Homes in the United States. They publish a quarterly magazine called *Farbrengen*. We have worked with Rabbi Yudi Mann and Rabbi Kasriel Shemtov since the origin of the production. Accuform Printing & Design, Inc. oversees the handling of Design, Print and Publication for this magazine. We work with the promoters on making the advertisements a successful commodity to its readers, In addition we also distribute other Chabad Houses all through the Country.

For more information on the Shul please call 248.788.4000, email at mail@theshul.net visit theshul.net

Rabbi Yudi Mann
rabbiyudi@theshul.net

Rabbi Shemtov
rabbi@theshul.net

City of Detroit
Deputy Director
City Wide Publications
Alexis Wiley

The following listed is a overall scope of additional groups we have worked with in establishing and effectively placing successful advertising: The Oakland Press, Macomb Press, Detroit Opera House, The Shul and various Chabad Houses. We appreciate and enjoy the lifespan of successful and marketable advertising from the initial thought to print production.

Engage Magazine's Set Schedule of Operation

Our proposal guarantees a bi-monthly structured publication. Within this publication we have determined the following key aspects in which will allow the operation of procedures to run smoothly.

3

1. New Editorial and related business content in regards to small ownership and City material will be due 08/01/19. (Roughly 30 Days Before In Home Date)
2. All paid advertising will be due 08/09/19. (22 Days before date)
3. Mailing contact and list for 09/02 (in Home Date) - 08/28/2019 (4 Days for Mail to reach homes).
4. Final Approval from the City of Novi and Editorial on and/or before 08/15/2019. (8 Days of Production before mailing due date)

OUR PROPOSAL

Accuform Printing & Graphics, Inc. has a well-deserved reputation for quality customer service. With the need for print continuing to ebb and flow we recognize the importance that tangible and local news is still a valid commodity within the needs of growing communities.

We have developed solutions to help businesses stay ahead of customer satisfaction trends and propose that the City of Novi recognizes that reaching every door to our community will instill the understanding of how Novi engages and challenges their residents through marketable tactics. Engage Magazine will solidify this by pushing the boundaries beyond our neighboring communities and constructively bring more people into the surrounding area to want to live, eat and be a part of the City of Novi.

Execution Strategy

Our execution strategy incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables. The following is a description of our project methods, including how the project will be developed, a proposed timeline of events, and reasons for why we suggest developing the project as described.

We plan on operating on an 8 week project scope which will consist as follows:

- 4 Weeks for Editorial and related copywriting focus
- 2 Weeks for Advertising and Client Base strategy
- 2 Weeks for Final production and execution

The Objective

Accuform's overall objective is to critically enhance the livelihood and structured base regarding The City of Novi through visual and vocal understanding in which this Magazine will effectively speak on behalf of the residents to showcase the development that Novi is reaching through a multitude of various avenues which include:

1. Culinary and Diverse Ethnic Foods
2. Music and Arts
3. Small Businesses
4. Community Involvement

The Opportunity

Engage Magazine will follow a setup that allows for room to reach many residents within the community as well as demonstrating a considered amount outside Novi to bring awareness to the continued growth of the community and tie in many businesses and consumers.



cityofnovi.org

CITY OF NOVI

PRINTING SERVICES-NOVI LOCAL MAGAZINE

FEE PROPOSAL FORM - original copy.

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

YEAR ONE (6 ISSUES)

Item No.	Description	Qty	Unit of Measure	Unit Price	Total (per issue)	Annual Total
1	Regular Paper: Design & Print Magazine	31,000	Each	0.91/ea.	\$28,210.00	169,260.00
2	Regular paper: Additional printed copies of Magazine	500	Each	0.61/ea.	305.00	1,830.00
3	Recycled Paper: Design & Print Magazine	31,000	Each	0.94/ea.	29,140.00	174,840.00
4	Recycled paper: Additional printed copies of Magazine	500	Each	0.64/ea.	320.00	1,920.00
5	Mail Magazines	31,000	Each	0.256/ea.	7,936.00	47,616.00
6	Mailing additional copies of Magazine	500	Each	0.256/ea.	128.00	768.00

YEAR ONE: ADVERTISEMENTS

Item No.	Description	Qty	Unit of Measure	Total
7	Full Page Advertisement	1	Each	\$1,000.00 <i>3000</i> 1,200.00 <i>200</i>
8	Half Page Advertisement	1	Each	750.00
9	Quarter Page Advertisement	1	Each	500.00

OPTIONAL EXTENTION – YEAR TWO (6 ISSUES)

Item No.	Description	Qty	Unit of Measure	Unit Price	Total (per issue)	Annual Total
1	Regular Paper: Design & Print Magazine	31,000	Each	0.91/ea	28,210.00	169,260.00
2	Regular paper: Additional printed copies of Magazine	500	Each	0.61/ea.	305.00	1,830.00
3	Recycled Paper: Design & Print Magazine	31,000	Each	0.94/ea.	29,140.00	174,840.00
4	Recycled paper: Additional printed copies of Magazine	500	Each	0.64/ea.	320.00	1,920.00
5	Mail Magazines	31,000	Each	0.256/ea.	7,936.00	47,616.00
6	Mailing additional copies of Magazine	500	Each	0.256/ea	128.00	768.00

OPTIONAL EXTENSION – YEAR TWO: ADVERTISEMENTS

Item No.	Description	Qty	Unit of Measure	Total
7	Full Page Advertisement	1	Each	\$2,000.00 1300.00 Reg.
8	Half Page Advertisement	1	Each	\$1750.00
9	Quarter Page Advertisement	1	Each	500.00

OPTIONAL EXTENSION – YEAR THREE (6 ISSUES)

Item No.	Description	Qty	Unit of Measure	Unit Price	Total (per issue)	Annual Total
1	Regular Paper: Design & Print Magazine	31,000	Each	0.91/ea.	28,210.00	169,260.00
2	Regular paper: Additional printed copies of Magazine	500	Each	0.61/ea.	305.00	1,830.00
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5	Mail Magazines	31,000	Each	0.254/ea.	7,936.00	47,616.00
6	Mailing additional copies of Magazine	500	Each	0.256/ea.	128.00	768.00

OPTIONAL EXTENSION – YEAR THREE: ADVERTISEMENTS

Item No.	Description	Qty	Unit of Measure	Total
7	Full Page Advertisement	1	Each	11200.00 3200.00 Best Price
8	Half Page Advertisement	1	Each	750.00
9	Quarter Page Advertisement	1	Each	500.00

We acknowledge receipt of the following Addenda: 0
 (please indicate numbers)

EXCEPTIONS TO SPECIFICATIONS (all exceptions must be noted here or included on additional sheet):

NONE

COMMENTS:

THIS PROPOSAL SUBMITTED BY:

Company (Legal Registration) Acadum Printing + Graphics

Address 7231 Southfield

City Detroit State MI Zip 48220

Telephone 313-271-5600 Fax 313-271-4577

Representative's Name Paul D Johnson

Representative's Title Sales

Authorized Signature 

E-mail Paul.johnson@acadum.net

Date 01/07/2019

accuform
printing & graphics
7231 Southfield
Detroit, MI 48228
V: 313.271.5600 F: 313.271.4579

Date: 02/04/2019

To: City of Novi –Printing Services- Novi Local Magazine-
Fee Proposal Form- line item amendment
Attn: Sue Morianti & Sheryl Walsh

Description:

Print collateral for City of Novi – Engage Local Magazine published
Bi- monthly – 6 times a year.

Line items amendment for perfect binding engage per issue:

Additional investment billed for perfect binding Engage:

@\$105/ea. Or \$3,255.00

Paul D Johnson

Accuform Printing Services

Accepted By: