



CITY of NOVI CITY COUNCIL

Agenda Item G
May 11, 2015

SUBJECT: Approval of contract award to University Lithoprinters for printing and design of the Annual Calendar in the amount of \$16,491 and approval of a contract award to Accuform for design and printing of Engage! in the amount of \$85,320 for one year with the option for two renewals.

SUBMITTING DEPARTMENT: Neighborhood and Business Relations

CITY MANAGER APPROVAL: *[Signature]*

EXPENDITURE REQUIRED	\$ 101,811
AMOUNT BUDGETED	\$ 26,000, \$116,000 respectively
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	101-295.00-888.000 (\$16,491) 101-295.00-888.500 (\$85,320)

BACKGROUND INFORMATION:

In April 2015, a comprehensive Printing Bid Services request for proposals (RFP) was placed on BidNet for specialty publications (Annual Calendar and *Engage!*) as both contracts and renewal options will expire in June.

Four qualified proposals were received in response to the RFP. The bids were evaluated (totals below) for quality of printed samples, time to perform the work, approach to the project, and references. After analyzing the bids, similar to printing awards in the past, it is recommend that the project contracts are split between two printers.

	Accuform	Dearborn Litho	Printwell	Ulitho	Total
Evaluator 1	230	190	250	330	1000
Evaluator 2	240	100	300	360	1000
TOTAL	470	290	550	690	2000
RANK	3	4	2	1	

The first contract award consists of the printing of the Annual Calendar. University Lithoprinters ranked highest by those analyzing the RFP, receiving a score of 690. Their bid was the second lowest and provided an alternate with pricing for graphic design. Last year, graphic design was provided separately at a cost of \$2,800. Utilizing University Lithoprinters to perform both services, will decrease the cost of design and print by approximately \$1,800 over last year's pricing. The City of Novi has contracted with University Lithoprinters and their design services in year's past and was extremely pleased with the quality and service.

Per unit printing cost of Annual Report Calendar: \$16,491/29,000 copies = \$.57 each

The second contract award consists of the printing and design of *Engage!*. Accuform is the low bidder of these items in the amount of \$85,320. Past projects with Accuform have been completed on time, of superior quality, and delivered with quality customer service.

Per unit production cost of *Engage!*: \$28,440/29,000 copies = \$.98 each

RECOMMENDED ACTION: Approval of contract award to University Lithoprinters for printing and design of the Annual Calendar in the amount of \$16,491 and approval of a contract award to Accuform for design and printing of *Engage!* in the amount of \$85,320 for one year with the option for two renewals.

RECOMMENDED ACTION:

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Markham				

	1	2	Y	N
Council Member Mutch				
Council Member Poupard				
Council Member Wrobel				

CITY OF NOVI
RFP PRINTING SERVICES - COMMUNITY PUBLICATIONS BID TABULATION
RFP DUE APRIL 16, 2015

Company	ULitho - Alternate Proposal 1	ULitho - Alternate proposal 2	Printwell	Accuform
1. Annual Report Calendar				
Cost for 4 pages	0.473	0.539	1,513.41	0.0621
x 8 (estimated 32 pages)	8	8	8	8
+ Cost for cover (4 pages)	0.1183	0.1185	2,720.00	0.0689
Unit Cost (per calendar)	0.4967	0.5497	0.495	0.5657
Total Cost for 30,000	\$14,901.00	\$16,491.00	\$14,850.00	\$16,971.00
Production/delivery time	10-12 working days	Design 50 hrs per City of Novi 3 to 5 week schedule. 10 to 12 days for print & mail.	10 days from proof approval	5-8 days from final approval
2. ENGAGE (3 per year)				
Cost for 4 pages			1,081.99	0.035
x 26 (estimated 104 pgs)			26	26
+ Cost for cover (4 pages)			1,708.02	0.038
Unit cost (per book)			0.994	0.948
Total Cost for 30,000			\$29,820.00	\$28,440.00
TOTAL ANNUAL COST (3 ISSUES)	No Bid	No Bid	\$89,460.00	\$85,320.00
Production/Delivery Time			10 days from proof approval	5-8 days from final approval
RUSH CHARGES	Rush charges would apply if the 10-12 day production schedule can not be met due to delays caused by the City of Novi		NA	any circumstance that would result in a rush charge
ADDITIONAL CHARGES/FEEES	Rush fees vary by department and if weekend or holiday work is needed. An estimate will be provided prior to any work being done for your approval. Estimated rush fees could range from \$100.00 to \$1,500.00 depending on the circumstances.		NA	None
EXCEPTIONS TO SPECIFICATIONS	ULitho's designer create the calendar/annual report.		NA	None
Pricing includes FSC paper & soy ink?	Yes		Yes	Yes

Company Name University Litho Printers



**CITY OF NOVI
COST PROPOSAL FORM**

PRINTING SERVICES – COMMUNITY PUBLICATIONS

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

1. ANNUAL REPORT CALENDAR (issued one time annually)

No design services would be required. Contractor will be provided with a print-ready version of publication and will print, provide mailing services, delivery to Post Offices and City facilities. Do not include postage.

Cost for 4 pages		Estimated 32 pages		Cost for cover (4 pages)		Total Unit Cost (per calendar)
\$ 0.539	X	8	+	\$ 0.1185	=	\$ 0.5497
						X 30,000
TOTAL COST						\$ 16,491.00

Production/delivery time Design 50 Hours per City of Novi 3 to 5 week schedule. 10 to 15 Days for Print and mail.

2. ENGAGE! (Community Program/Recreation Guide, issued three times/year)

All inclusive – Design/editing, up to 4 proofs/revisions, printing, mailing services, delivery to Post Offices and City facilities. Do not include postage.

Cost per 4 pages		Estimated 104 pages per book		Cost for cover (4 pages)		Total Unit Cost (per book)
\$	X	26	+	\$		\$
						X 30,000
TOTAL COST						\$ No Bid.

Production/delivery time _____



tel: 734.973.9414
fax: 734.973.2884
fre: 800.652.9414

4150 Varsity Drive
Ann Arbor, MI 48108

www.ulitho.com

Quotation

City of Novi

April 16, 2015
Est. # 22374

DESCRIPTION: Annual Report and Calendar

NO. OF PAGES: 32 pages, 4 page cover, and 4 page card

STOCK: 80lb cover Anthem Gloss
80lb text Anthem Matte

PREPARATION: Electronic file, color contract proof
ULitho contracts design and layout:
32 text pages: 12 2-page spreads (24 pages)
8 text pages: city information, stats, directory and/or advertising
4 cover pages: FC, BC, IFC, IBC
Photo research/infographics – as needed
Proofreading, editing, project management
Prepare files – release to printer
Supply electronic version if requested

PRESSWORK: Calendar and Report – 4 color all pages
Card – black ink

BINDERY: Saddle stitch

FINISH SIZE: Calendar – 8.5" x 11"
Card – 10" x 4" folds to 5" x 4"

SHIPPING: Local included

REMARKS: This quotation based on University Lithoprinters receiving properly prepared electronic files ready for output.

QUANTITY & PRICE: 29,000 sort and distribute by USPS, carrier route walk sequence

Print 30,000 = \$16,490.00

Proposal is all inclusive of alterations at proofs

These figures represent our proposal on your requirements. You may rely on our strict adherence to your specifications. These prices are for immediate acceptance and all transactions are subject to the conditions on reverse side hereof which are made a part of this quotation.

Terms shall be net 30 days unless otherwise stated. Interest shall accrue at 18% per annum on any outstanding invoices after 30 days or the maximum rate allowed by applicable law. In the event that ULitho is required to undertake efforts to collect any outstanding balances, customer agrees to pay all legal fees and costs incurred.

Paper is subject to prices at time of shipment from mill.
When applicable, this quotation is subject to federal, state, and local taxes at time of delivery.

TERMS: NET 30 DAYS

BY: Marilyn Bealafeld

Respectfully submitted
University Lithoprinters
www.ulitho.com



RUSH CHARGES

Define the circumstances that would result in rush charges and all costs.

Rush charges would apply if the 10 to 12 day production schedule can not be met due to delays caused by the City of Novi.

ADDITIONAL CHARGES/FEES

Any and all potential additional charges & fees must be indicated here.

Rush fees vary by department and if weekend or holiday work is needed. An estimate will be provided prior to any work being done for your approval. Estimated rush fees could range from \$100.00 to \$1500.00 depending on the circumstances.

EXCEPTIONS TO SPECIFICATIONS

All exceptions to specifications must be shown here. See Exceptions paragraph in Instructions to Proposers section.

Our proposal includes an option to have U.Litho's designer create the Calendar/Annual Report. Two Post Proposal sheets and Two U.Litho Quotes are included in the sealed envelope enclosed.

Does your proposal price include the use of Certified FSC recycled paper and soy inks?

Yes No

Are your labeled samples included?

Yes No

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

COMMENTS: _____

NON-IRAN LINKED BUSINESS

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

This proposal is submitted by:

Firm Name: Ulitho
Address: 4150 Varisity Drive
City/State/ZipCode: Ann Arbor, MI 48108
Phone Number: 734-973-9414 Fax Number: 734-973-2884
Agents name (please print) MARILYN BEALFELD
Agent's Signature: Marilyn Bealfeld
E-mail Address: mbealfeld@ulitho.com
Date: 4/16/15

Company Name Academy Printing Graphics



**CITY OF NOVI
COST PROPOSAL FORM**

PRINTING SERVICES – COMMUNITY PUBLICATIONS

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

- ANNUAL REPORT CALENDAR (issued one time annually)**
No design services would be required. Contractor will be provided with a print-ready version of publication and will print, provide mailing services, delivery to Post Offices and City facilities. Do not include postage.

Cost for 4 pages		Estimated 32 pages		Cost for cover (4 pages)		Total Unit Cost (per calendar)
\$.0621	X	8	+	\$.0689	=	\$.5657
						X 30,000
TOTAL COST						\$ 16,971.00

Production/delivery time 5-8 day from final approval

- ENGAGE! (Community Program/Recreation Guide, issued three times/year)**
All inclusive – Design/editing, up to 4 proofs/revisions, printing, mailing services, delivery to Post Offices and City facilities. Do not include postage.

Cost per 4 pages		Estimated 104 pages per book		Cost for cover (4 pages)		Total Unit Cost (per book)
\$.035	X	26	+	\$.038		\$.948
						X 30,000
TOTAL COST						\$ 28,440.00

Production/delivery time 5-8 days from final approval

RUSH CHARGES

Define the circumstances that would result in rush charges and all costs.

I do not foresee any circumstance that would result in a Rush charge.

ADDITIONAL CHARGES/FEES

Any and all potential additional charges & fees must be indicated here.

None - the job is very well defined.

EXCEPTIONS TO SPECIFICATIONS

All exceptions to specifications must be shown here. See Exceptions paragraph in Instructions to Proposers section.

None.

Does your proposal price include the use of Certified FSC recycled paper and soy inks?

Yes No

Are your labeled samples included?

Yes No

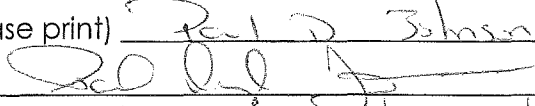
We acknowledge receipt of the following Addenda: _____
(please indicate addenda #)

COMMENTS: we love working with the
wool stuff

NON-IRAN LINKED BUSINESS

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

This proposal is submitted by:

Firm Name: accustom printing + graphics
Address: 7231 Southfield Detroit, MI 48228
City/State/ZipCode: Detroit MI 48228
Phone Number: 313-271-5600 Fax Number: 313-271-4579
Agents name (please print) Paul D Johnson
Agent's Signature: 
E-mail Address: PaulJohnson@accustom.net
Date: 4/15/2015