



CITY of NOVI CITY COUNCIL

**Agenda Item Q
July 28, 2008**

SUBJECT: Approval of award to University Lithoprinters, Inc., the low bidder, for design and printing of the Annual Calendar, Engage!, the senior newsletter, and resident handbook for an estimated amount of \$96,300 for one year with the option for two renewals.

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

CITY MANAGER APPROVAL

EXPENDITURE REQUIRED	\$ 96,300 estimated based on actual numbers of documents printed
AMOUNT BUDGETED	\$ 98,000
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	101-295.00-888.000 Calendar 101-295.00-900.000 Printing & Publishing 208-691.00-900.000 Printing & Publishing 208-695.00-900.000 Printing & Publishing

BACKGROUND INFORMATION:

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

When analyzing the bids, it became apparent a few of the vendors were more competitively priced in certain areas than their peers and it was financially advantageous to split the contract award into two packages. One package consists of the printing and design of the Annual Calendar, Resident Handbook, Senior Newsletter (four issues), and Engage! (three issues). University Lithoprinters, Inc. is the low bidder of these items in the estimated amount of \$96,300.

After meeting with University Lithoprinters, Inc. staff and discussing project deadlines and timeframes, we are confident they can meet all requirements.

RECOMMENDED ACTION: Approval of award to University Lithoprinters, Inc., the low bidder, for design and printing of the Annual Calendar, Engage!, the senior newsletter, and resident handbook for an estimated amount of \$96,300 for one year with the option for two renewals.

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

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



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

PRINTING SERVICES – SPECIALTY PUBLICATIONS/ITEMS
SIGNATURE FORM

Bid submitted by:

Name (printed) MARILYN BEALAFELD Title: SALES REP

Company (Legal Registration) UNIVERSITY LITHOPRINTERS, INC.

Address 4150 VARSITY DRIVE

City ANN ARBOR State MI Zip 48108

Telephone 734-973-9414 Fax 734-973-2884

E-mail mbealafeld@ulitho.com

Signature Marilyn Bealafeld Date 7/9/08

For information on responding to this bid, contact Sue Morianti – Purchasing Manager, at smorianti@cityofnovi.org

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

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

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

NOTICE TO BIDDERS:

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

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

5. **Theatre Program Cover**
Quantity: 5,000 (two issues annually)
\$ 1143.00 per issue
Production/delivery time 5 to 7 DAYS
6. **Theatre Season Postcards**
Quantity: 30,000 (once annually) \$ 1995.00 annually
Production/delivery time 7 DAYS
7. **Proposed Annual Budget**
Quantity: 55 (once annually) \$ 5360.00 annually
Production/delivery time 1-3 days end of March
8. **Annual Budget**
Quantity: 80 (once annually) \$ 6940.00 annually
Production/delivery time 1 to 3 DAYS
9. **State of the City Invitations/Envelopes**
Quantity: 1,000 (once annually) \$ 1320.00 annually
Production/delivery time 5 to 10 DAYS
10. **Annual Appreciation Dinner Invitations/Envelopes**
Quantity: 1,000 (once annually) \$ 915.00 annually
Production/delivery time 5 to 7 DAYS
11. **Annual Appreciation Dinner Programs**
Quantity: 600 (once annually) \$ 1075.00 annually
Production/delivery time 7 DAYS

PRINTING RUSH CHARGES TBD BASED ON WHICH DEPARTMENT
WOULD NEED TO WORK OVERTIME. ESTIMATE WOULD BE
GIVEN.

DISCOUNT IF AWARDED ALL 11 ITEMS

LABOR DISCOUNT %
HAS ALREADY BEEN
TAKEN ON PRICES ISSUED.

ALTERNATES

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

- ALTERNATE #1 – Graphic Design Services
Annual Calendar (once annually) \$ 1,050.00 annually ✓
- ALTERNATE #2 – Graphic Design Services
Resident Handbook (once annually) \$ 2015.00 annually
- ALTERNATE #3 – Graphic Design Services
Senior Newsletter (four times annually) \$ 300.00 per issue ✓
- ALTERNATE #4 – Graphic Design Services
Engage! (three times annually) \$ 1445.00 per issue ✓
- ALTERNATE #5 – Graphic Design Services
Theatre Program Cover (two times annually) \$ 106.00 per issue
- ALTERNATE #6 – Graphic Design Services
Theatre Season Postcards (once annually) \$ 55.00 annually
- ALTERNATE #7 – Graphic Design Services
Proposed Annual Budget done as part of #8
- ALTERNATE #8 – Graphic Design Services
Annual Budget (once annually) \$ 1590.00 annually
- ALTERNATE #9 – Graphic Design Services
State of the City Invitations/Envelopes
(once annually) \$ 170.00 annually

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

\$ 110.00 annually

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

\$ 320.00 annually

REFERENCES: *PLEASE SEE ENCLOSED LISTS*

1. Company Name _____
Address _____
City, State, Zip _____
Contact person _____
Phone number _____
2. Company Name _____
Address _____
City, State, Zip _____
Contact person _____
Phone number _____
3. Company Name _____
Address _____
City, State, Zip _____
Contact person _____
Phone number _____

Samples included? Yes No

We acknowledge receipt of the following Addendums:
(please indicate numbers below)

#1 MB #2 MB _____

Comments: _____

#1 Due Date + Time Change

#2 Clarification of specifications

University Lithographers Inc.

7/8/2008

CITY OF NOVI - Bid TAB
 PRINTING SERVICES - SPECIALTY PUBLICATIONS

JULY 11, 2008
 10:00 A.M.

	Item		Accuform	Allegra of Wixom	CompuArt Design	Dearborn Lithograph	ECT Group	Grand River Printing	Johnston Lithograph	Nyhus Graphic	Select Graphics	seven7 Graphics	Spectrum Printers	Stardek Inc.	University Litho	Uproar Comm.	Wrightway Group
1.	Calendar	Annual	25,995	26,200		22,197	22,226.25	19,897.11	21,443		24,585 (\$23,563 w/out map as pull out")		28,312	19,290	22,850 ✓	36,846	26,730
	Delivery		10 days from proof approval	4 weeks		approx 15 days after proof approval	2 weeks*	10-15 business days or as specified	2 weeks		19-27 w. days		7-10 working days	10 business days	10 days	20 working days	as requested
2.	Res. Handbook	Annual	11,539	11,200		11,114	11,580.85		10,031		9,743		16,741	12,600	10,855 ✓	14,573	11,821
	Delivery		10 days from proof approval	4 weeks		approx 15 days after proof approval	2 weeks*		2 weeks		10-15 w. days		7-10 working days	10 business days	10 days	15 working days	as requested
3.	Sr. Newsletter	4 Issue	699	1,400		1,476	1,109.99		1,218		1,333		1,639	1,270	1,388 ✓	1,064	1,805
	Delivery		6 days from proof approval	2 weeks		approx 15 days after proof approval	2 weeks*		2 weeks		6 w. days		7-10 working days	6 business days	5-7 days	5 working days	as requested
4.	Engage! - Opt 1	Issue	27,998	28,500		24,254 initial 23,229 add'l	25,369.60	23,141.90			26,026		40,072	21,050	12,397	40,491	31,346
	Delivery		10 days & 15 days from proof approval	4 weeks		approx 15 days after proof approval	2 weeks*	10-15 business days or as specified	2 weeks		18-21 w. days		10-14 working days	12 business days	10 days	20 working days	as requested
	Engage! - Opt 2	Issue	31,498	30,000		29,885 initial 28,635 add'l	28,593.61	26,427.17			29,489		45,257	23,400	17,285 ✓	41,385	31,098
	Delivery		10 days & 15 days from proof approval	4 weeks		approx 15 days after proof approval	2 weeks*	10-15 business days or as specified	2 weeks		18-21 w. days		10-14 working days	12 business days	10 days	20 working days	as requested
5.	Theatre Program Cover	Issue	598	1,075		1,371	1,141.17				914		1,438	690	1,143	1,044	1,129
	Delivery		5 days from proof approval	2 weeks		approx 15 days after proof approval	2 weeks*				5-6 w. days		7-10 working days	5 business days	5-7 days	5 working days	as requested
6.	Theatre Postcards	Annual	1,397	2,500		1,595	2,565.13				2,053		2,295	2,050	1,995	2,924	2,248
	Delivery		6 days from proof approval	2 weeks		approx 15 days after proof approval	2 weeks*				7-10 w. days		7-10 working days	5 business days	7 days	5 working days	as requested
7.	Proposed Budget	Annual	832 (add \$.19 for each color page)	4,800			1,106.40				2,250 (1,500 for all litho done at same time)		2,219		5,360	3,307	3,299
	Delivery		1-3 days end of March	1-3 days end of March			1-3 days end of March				1-3 days end of March		1-3 days end of March		1-3 days end of March	1-3 days end of March	1-3 days end of March
8.	Annual Budget	Annual	1,580 (add \$.19 for each color page)	5,600			2328.11 (qty of 75)				2,212		4,036		6,940	5,637	4,355
	Delivery		3-5 days	2 weeks			2 weeks*				7-10 w. days		5-7 working days		1-3 days	10 working days	as requested
9.	State of City Invitations	Annual	535	2,000			807.96				1,127		1,362	985	1,320	1,046	942
	Delivery		5 days	2 weeks			2 weeks*				9-11 w. days		7-10 working days	6 business days	5-10 days	5 working days	as requested
10.	Appr. Dinner Invitations	Annual	559	1,400			425.44				500		1,336	435	915	439	657
	Delivery		5 days	2 weeks			2 weeks*				4-6 w. days		7-10 working days	6 business days	5-7 days	5 working days	as requested
11.	Appr. Dinner Programs	Annual	529	1,400			706.87				734		962	1,205	1,075	372	697
	Delivery		5 days from proof approval	2 weeks			2 weeks*				6-8 w. days		7-10 working days	6 business days	7 days	5 working days	as requested
	Rush Charges		NA	advised at time		subject to review	no rush charges, we run 24/7	\$500/hr	none		add 10%		10%	6% increase per day reduced (where available)	TBD - based on which dept needs to work OT.	\$75 add'l per production hour	varies on conditions

\$6,200

CITY OF NOVI
PRINTING SERVICES - SPECIALTY PUBLICATIONS

JULY 11, 2008
10:00 A.M.

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

GDS = Graphic Design Services