

# CITY of NOVI CITY COUNCIL

## Agenda Item H September 12, 2011

**SUBJECT:** Approval to award the first one-year renewal option for the general printing services contract (business cards, envelopes, letterhead and forms) to Accuform Printing & Graphics based on the same terms, conditions, and pricing submitted on their original bid dated May 19, 2010, with an estimated annual cost of \$12,000 - \$15,000.

**SUBMITTING DEPARTMENT:** Finance

**CITY MANAGER APPROVAL:**

<b>EXPENDITURE REQUIRED</b>	<b>Approximately \$ 12,000 - \$15,000</b>
<b>AMOUNT BUDGETED</b>	<b>\$ 17,000</b>
<b>LINE ITEM NUMBER</b>	<b>900 accounts in various funds</b>

### BACKGROUND INFORMATION:

This contract consists of general printing services for such items as business cards, letterhead, envelopes, and forms. This contract does not include specialty printing items such as the Annual Report / Calendar, the Engage! community program/recreation guide, the Enhance senior newsletter, or the City's Annual Budget book.

Accuform has provided satisfactory service during the year and has indicated a willingness to extend the contract.

### RECOMMENDED ACTION:

Approval to award the first one-year renewal option for the general printing services contract (business cards, envelopes, letterhead and forms) to Accuform Printing & Graphics based on the same terms, conditions, and pricing submitted on their original bid dated May 19, 2010, with an estimated annual cost of \$12,000 - \$15,000.

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Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Fischer				
Council Member Margolis				

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

**accuform**

**printing & graphics**

7231 Southfield

Detroit, MI 48228

V: 313.271.5600 F: 313.271.4579

**Contract Renewal**

**E-11-006583**

**Date:** 8/22/11

**Client:** City Of Novi

Attn: Sue Morianti

**Job Description:** Printing Services Contract - Renewal

**Flat Size:** assorted sizes

**Artwork:** Supplied, accuform to output plates

**Proof:** Digital Dylux, PDF.

**Renewal of Print collateral for: City of Novi - Printing Services  
At the same price at previous year.**

Kind Regards

Paul D Johnson

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Accuform Printing Services

Accepted By:

**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	\$138.00
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

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Correction  
See  
Maurice

**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, <b>numbered in red</b>	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	\$98.00
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	\$139.00
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) <b>numbered in red</b>	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) <b>numbered in red</b>	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	\$96.00
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 48224

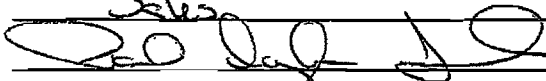
**AGENTS NAME: (Please print)**

Paul D Johnson

**AGENTS TITLE: (Please print)**

Sales

**AGENTS SIGNATURE:**



**TELEPHONE:**

313-271-5600

**FAX:**

313-271-4579

**DATE:**

5/19/10