

CITY COUNCIL MINUTES

February 28, 2022

**Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Printing Services for the *Troy Today* and *Troy Recreation* Quarterly Newsletters**

Resolution #2022-02-037-J-4b

RESOLVED, That Troy City Council hereby **AWARDS** a one (1) year contract to provide printing and delivery services of the *Troy Today* and *Troy Recreation* Quarterly Newsletters with an option to renew for two (2) additional years to low bidder meeting specifications; *Grand Blanc Co. Inc., of Grand Blanc, MI*, for an estimated total cost of \$42,092.00 for the *Troy Today*, and \$60,096.00 for the *Troy Recreation* plus the actual cost of bulk rate postage and \$30.00 per issue to post the Flip Page newsletter on the City's website, and additional charges if needed, not to exceed budgetary limitations, at prices contained in the bid tabulation opened February 10, 2022, a copy of which shall be **ATTACHED** to the original Minutes of this meeting; contract to expire April 30, 2025.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid documents, including insurance certificates and all other specified requirements.

# BLANKET ORDER

No. 2022-00001502  
 DATE: 05/20/2022  
 PAGE: 1 of 1  
 FOB DESTINATION

**Ship To**  
 CITY OF TROY  
 Community Affairs  
 500 W BIG BEAVER RD  
 TROY, MI 48084

**Bill To**  
 CITY OF TROY  
 Community Affairs  
 500 W BIG BEAVER RD  
 TROY, MI 48084

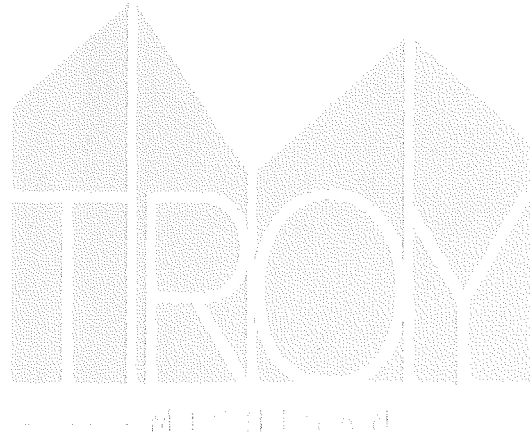
**EXPIRATION DATE**  
 04/30/2023  
**COUNCIL RESOLUTION**  
 2022-02-037-J-4b

**VENDOR NO.** 164042

**Vendor**  
 GRAND BLANC PRINTING CO INC  
 9449 HOLLY ROAD  
 GRAND BLANC, MI 48439

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
4	Each	Printing and Delivery of TROY TODAY	10,523.0000	\$42,092.00
4	Each	Printing and Delivery of RECREATION TROY TODAY	15,024.0000	\$60,096.00
8	Each	Flip Page Newsletter - City's Website	30.0000	\$240.00



Entered By: Andrew Chambliss

\$102,428.00

**Special Instructions:**

CITY COUNCIL AWARD DATE: 2/28/2022. Furnish all Labor, Materials, and Equipment to provide one-year requirements of the printing and delivery of Four (4) Issues of the Troy Today and the Recreation Today; with a Two (2) Year renewal option in accordance with the specifications of ITB-COT 22-03 at the above stated prices. This is YEAR ONE of a Potential THREE Year Contract.

**TERMS & CONDITIONS**

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.

*Andrew K. Chambliss*

CITY OF TROY  
 BID TABULATION  
 PRINTING TROY TODAY NEWSLETTER

Vendor Name:	Grand Blanc Printing, Inc.	Indiana Printing and Publishing Company, Inc.	OneSource
City:	Grand Blanc, MI	Indiana, PA	Buffalo Grove, IL
Check Amount:	Bid Deposit in Escrow	\$2,000.00	\$2,000.00
Check #:	Deposit 2011-00000097	009440450	2015359289

**BID PROPOSAL A: PRINTING AND DELIVERY OF TROY TODAY QUARTERLY NEWSLETTERS (35,000 copies per printing of each Troy Today, four times per year, in accordance with specifications)**

**Proposal A1 - City Troy Today**

Item	Base Bid Total Pages	50 lb. Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a.	36	32	4	\$9,597.00	\$38,388.00	\$14,186.00	\$56,744.00	\$16,985.00	\$67,940.00
b.	40	36	4	\$10,523.00	\$42,092.00	\$16,325.00	\$65,300.00	\$19,223.00	\$76,892.00

**Proposal A2 - Recreation Troy Today**

Item	Base Bid Total Pages	50 lb. Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
c.	56	52	4	\$13,781.00	\$55,124.00	\$20,212.00	\$80,848.00	\$25,221.00	\$100,884.00
d.	60	56	4	\$14,403.00	\$57,612.00	\$21,156.00	\$84,624.00	\$26,700.00	\$106,800.00
e.	64	60	4	\$15,024.00	\$60,096.00	\$22,100.00	\$88,400.00	\$28,696.00	\$114,784.00
f.	68	64	4	\$15,646.00	\$62,584.00	\$23,044.00	\$92,176.00	\$28,999.00	\$115,996.00

Note: Items shaded in blue will be used to determine low bidder

**BID PROPOSAL B: FLIP PAGE NEWSLETTER FOR WEBSITE**

Flip Page Newsletter for posting on City's website	Cost Per Issue	Cost Per Issue	Cost Per Issue
	\$30.00	\$95.00	\$250.00
ADDITIONAL CHARGES:	Cost Per Proof	Cost Per Proof	Cost Per Proof
1. If additional proofs are needed	\$0.00	N/C	\$25.00
Completion Schedule can be met:	Y or N	Y	N
Contact Person:	Greg Care	Mike Donnelly	Peter Walsh
Hours of Operation:	9:00 - 5:00	M-F 8AM - 5PM	7AM - 5PM
24 Hr. Phone No:	810-875-0185	724-388-3839	708-822-6905
Payment Terms:	Net 30 Days	Net 30 Days	N/30
Exceptions:	None	Cannot meet completion schedule due to paper supply issues	Please Section No. 9 paper for text pages unavailable
Acknowledgement:	Y or N	Y	Y
Vendor Questionnaire provided:	Y or N	Y	Y
Forms:	Y or N	Y	Y

Attest:  
 (\*Bid Opening conducted via Zoom)  
 Cindy Stewart  
 Andrew Chambliss  
 Heather Chomiak  
 Jackie Ahlstrom

Emily Frontera  
 Purchasing Manager



**CITY OF TROY  
BID PROPOSAL**

**ITB-COT 22-03**  
Page 1 of 5

The undersigned proposes to **PROVIDE ONE (1) YEAR REQUIREMENTS FOR THE PRINTING AND DELIVERY OF THE TROY TODAY QUARTERLY NEWSLETTERS WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS**, in accordance with the attached specifications to be considered an integral part of this bid proposal, at the following prices:

COMPANY NAME: GRAND BLANC PRINTING, INC.

**Section List:**

Instruction to Bidders (2 Pages)	Specifications – Troy Today Quarterly Newsletters (1 Page)
Bid Proposal (5 Pages)	Contract Documents/ Forms (5 Pages)
Vendor Questionnaire (3 Pages)	Statement of No Bid (1 Page)

**BID PROPOSAL: PRINTING AND DELIVERY OF TROY TODAY QUARTERLY NEWSLETTERS**

**BID PROPOSAL A: PRINTING OF TROY TODAY NEWSLETTERS**

- Ink:** All pages: Four (4) color (CMYK)
- PrePress:** Camera-ready copy via FTP. Proofs via FTP or e-mail. Newsletters to be supplied to Printer in InDesign CS2 or PDF files.
- PostPress:** Vendor MUST produce a flip page newsletter for the City's website.
- Printing:** **Cover:** 4 page, 70 lb. Gloss Text #3 or better | **Inside:** 50 lb. Offset / 92 bright  
35,000 copies per printing of each Troy Today, four times per year, in accordance with specifications

**Proposal A1 – City Troy Today**

	<b>BASE BID</b>	<b>50 lb.</b>	<b>Gloss Text</b>	
a.	36 total pages	(32 pages + 4 pages)	\$ 9597.00	/Issue
b.	40 total pages	(36 pages + 4 pages)	\$ 10523.00	/Issue

**Proposal A2 – Recreation Troy Today**

	<b>BASE BID</b>	<b>50 lb.</b>	<b>Gloss Text</b>	
c.	56 total pages	(52 pages + 4 pages)	\$ 13781.00	/Issue
d.	60 total pages	(56 pages + 4 pages)	\$ 14403.00	/Issue
e.	64 total pages	(60 pages + 4 pages)	\$ 15024.00	/Issue
f.	68 total pages	(64 pages + 4 pages)	\$ 15646.00	/Issue

**Items shaded in gray will be used to determine low bidder as per Award language on Page 3 of 5 Bid Proposal**

**BID PROPOSAL B: FLIP PAGE NEWSLETTER FOR WEBSITE**

Flip Page Newsletter for posting on City's website \$ 30.00 /Issue

**ADDITIONAL CHARGES:**

1. If additional proofs are needed \$ 0 /Proof

**SAMPLE PAPER:**

Samples of each paper which your company provides pricing for may be requested by the City Representative after bid opening and must be provided within 5 days of the request. For each sample provided please identify the type manufacturer of the paper.

**COMPLETION SCHEDULE:**

The vendor will be given a maximum of 10 business days (mandatory delivery date) to complete the printing (including delivery to the Troy Post Office) of the Troy Today from the date and time the successful vendor receives a sign-off from City of Troy.

Our company can meet this delivery schedule

Our company cannot meet this delivery schedule but offers: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

For additional information or questions concerning this project, please contact Cindy Stewart, Community Affairs Director, at (248) 524-1147 or Emily Frontera, Purchasing Manager, at (248) 680-7291.

**DELIVERY:**

The delivery of finished, bundled newsletters shall be F.O.B. delivered freight paid to the Troy Post Office in quantities required for delivery routes. Delivery of extra quantities are to be F.O.B. delivered freight paid to the Troy Community Center – Parks and Recreation Department office, Community Affairs Department at City Hall and Troy Public Library no later than the day they are delivered to the Post Office. The City will be responsible for postage.

**LOCAL PREFERENCE:**

The City of Troy reserves the right to award a contract to a local business, one which pays City of Troy taxes (real and/or personal), if the bid of a local vendor is within 5% of the lowest responsive and responsible non-local bidder, then the local vendor is given one chance to match the low bid.

**BID DEPOSIT AND FORFEITURE:**

The bid deposit of the lowest bidder shall be forfeit if, after bid opening, a change in the bid price or other provision of the bid is required by the bidder that is prejudicial to the interest of the City of Troy or fair competition.

COMPANY NAME: GRAND BLAZE PRINTING, INC.

**CONTRACT FORMS:**

Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit, Certification regarding Debarment, the Certification regarding "Iran Linked Business" and the Familial Disclosure Forms and include with your bid proposal.

**SUB-CONTRACTORS:**

No portion of the bid proposal submitted may be subcontracted by the successful bidder without the prior written approval of the City except in those instances that are noted in the specifications.

**PURCHASE ORDER:**

After the Troy City Council has approved the award recommendation; the successful bidder will receive a purchase order issued from the City of Troy, which will create a bilateral contract between the City of Troy and the successful bidder. The purchase order shall commit the bidder to perform the contract in accordance with specifications. A contract document will not be issued.

**AWARD:**

The evaluation and award of this bid shall be a combination of factors, including but not limited to: cost, professional competence, equipment, references, and the correlation of the bid proposal submitted to the needs of the City of Troy. ***For award purposes only, the City will determine the low bidder by the cost offered under each proposal which reflects the average number of pages per issue. These items will be shaded in gray on the cost proposal.***

The City of Troy reserves the right to award this bid to the lowest responsible total bidder meeting specifications under either Bid Proposal A or B; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations; whatever is deemed to be in the City's best interest.

**SAMPLES:**

Samples of previous City of Troy newsletters are available from the Community Affairs Office – (248) 524-1147.

**UNIT PRICES:**

Unit prices prevail (cost per issue). The City of Troy will correct mathematical errors discovered in your bid submission.

**NO SUBSTITUTIONS:**

Firms are advised that all materials, workmanship and construction shall be in accordance with the specifications and have a finished appearance. After selection of the paper and award of contract, no substitute materials will be acceptable without the City of Troy's written permission.

**RIGHT TO REQUEST ADDITIONAL INFORMATION:**

The City reserves the right to request any additional information it deems necessary from any bidder responding to this Invitation to Bid after the documents have been received.

**LIQUIDATED DAMAGES:**

If delivery is delayed beyond the mandatory delivery date of ten (10) business days, liquidated damages of \$50.00 per day will be assessed against the bid surety for each working day beyond the mandatory delivery date except for documented acts of God such as tornado, flood, etc. After product is completed and delivered to the four locations, if finished product is faulty (pages not aligned properly, or cut incorrectly, ink smudged or smeared on pages) liquidated damages of \$100.00 will be assessed against the bid surety for each error. The successful bidder shall be considered in default of contract when the entire bid surety is forfeited due to enforcement of liquidated damages. The day immediately following the day designated by the City representative as the "pick-up date" of the files with the document layout included shall be considered Day 1.

COMPANY NAME: GRADD BLANC PRINTING, INC.

**LAWS:**

All applicable State of Michigan and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the award throughout and incorporated herein by reference.

**QUALIFICATIONS OF BIDDERS:**

The proposer may be required before the award of any contract to show to the complete satisfaction of the City of Troy that it has the necessary facilities, abilities, and financial resources to provide the services specified herein. The proposer may also be required to give a past history in order to satisfy the City of Troy in regard to the proposer's qualifications. The City of Troy may make reasonable investigations deemed necessary and proper to determine the ability of the proposer to perform the work, and the bidder shall furnish to the City of Troy all information for this purpose that may be requested.

**DOWN PAYMENTS OR PRE-PAYMENTS:**

All bid proposals submitted with terms or any provisions in the bid proposal, which requires a down payment or pre-payment of any kind will not be considered for an award. The designated City representative will make payment approval of all items upon acceptance of the work being invoiced.

**CONTRACT TERMINATION:**

The City of Troy shall reserve the right to terminate the contract **without penalty** upon 7 days written notice due to poor performance or for any reason deemed to be in its best interest. The City of Troy's designated representative will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the City of Troy's best interest and will be final. The City of Troy reserves the right to re-award or re-bid the contract in whatever manner is deemed to be its best interest.

**CONTACT INFORMATION:**

Contact Person: GREG CARE

Hours of Operation: 9:00 - 5:00

24 Hr. Phone No: 810 - 875 - 0185


COMPANY NAME: GRAND BLANC PRINTING, INC.

**SIGNATURE PAGE**

**PRICES:**

Price shall remain firm through bid proposal award except the successful bidder whose prices shall remain firm through successful completion of all specified requirements for this project. The contract period shall commence on the date of award and will expire one (1) calendar year later. The contract may be renewed for two (2) additional one-year periods based upon mutual consent of both parties within 90 days of contract termination based upon the same terms and conditions. A request by City staff to determine a successful bidder's interest in renewing a contract in no way obligates the City. The option cannot be exercised without a blanket purchase order issued.

Pricing may only be adjusted annually due to fluctuations in paper costs. The increase/decrease requested must be verifiable mill increases or decreases. A dated, signed letter from the mill may be adequate proof of the increase or decrease at the City of Troy's option.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: 

**NOTE:** The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

TAX ID: 38-1969043

COMPANY GRAND BLAX PRINTING, INC.

ADDRESS 9449 Holly Rd. CITY GRAND BLAX STATE MI ZIP 48439

TELEPHONE NUMBER (810) 694-1155 FAX NUMBER (810) 694-1139

REPRESENTATIVE'S NAME: GREG CARE  
(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: \_\_\_\_\_

PAYMENT TERMS: NET 30 DAYS EMAIL: GREG@GRANDBLAXPRINTING.COM

COMPLETION: 10 BUSINESS DAYS CHECK #: \_\_\_\_\_

**EXCEPTIONS:**

Any exceptions, substitutions, deviations, etc. from City specifications and this bid proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this bid proposal offer:

\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT:** I, GREG CARE, certify that I have read the **Instructions to Bidders** (2 Pages) and that the bid proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, [www.mitn.info](http://www.mitn.info) and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: 

**IMPORTANT:** All City of Troy purchases require a **SAFETY DATA SHEET**, where applicable, in compliance with the **MIOSHA "Right to Know" Law**.

**NOTE:** The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

**U.S. FUNDS:** PRICES QUOTED SHALL BE IN U.S. CURRENCY.





**VENDOR QUESTIONNAIRE**

DATE: 02/04/2022  
Month/Date/Year

COMPANY NAME: GRAND BLAZE PRINTING, INC.

ESTABLISHED: 10/11 1968 /20 STATE: MI

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other \_\_\_\_\_

If applicable:

FORMER NAME(S)

\_\_\_\_\_  
\_\_\_\_\_

NOTE: If additional space is needed throughout the questionnaire, please attach additional sheets numbered appropriately for identification.

1. Has your company ever declared bankruptcy or was forced to reorganize under Chapter 11 of the Bankruptcy Code:

YES  NO WHEN: \_\_\_\_\_

EXPLAIN:

\_\_\_\_\_  
\_\_\_\_\_

2. How many years has your company been doing work in printing or related field?

54 YEARS

EXPLAIN THE TYPE OF WORK IN A RELATED FIELD:

\_\_\_\_\_  
\_\_\_\_\_

3. Provide your company's background and its organization structure. Describe capabilities specific to the specifications within this Invitation to Bid.

WE ARE SECOND GENERATION FAMILY OWNED BUSINESS  
OUR CAPABILITIES INCLUDE COMMERCIAL PRINTING, GRAPHIC DESIGN AS WELL AS  
BINDERY, INSERTING AND MAILING



4. The printer submitting this bid proposal has included copies of three (3) comparable sample "City" type newsletters and paper stock meeting City of Troy specifications:

YES  NO

IF NO, EXPLAIN WHY ITEMS WERE NOT PROVIDED.

WE CURRENTLY PRINT THE TROY NEWSLETTERS.

5. REFERENCES: Complete List of SIMILAR NEWSLETTER PROJECTS COMPLETED AND DELIVERED IN THE LAST FIVE YEARS. Minimum three (3) similar projects required.

Entity Name	Address	Contact Name	Phone Number	E-Mail	# of Years
STERLING HEIGHTS		MELANIE	586-446-2471		
SELCRA		CHERYL	810-626-3888		X3
CANTON TWP		PEG	734-394-5469		

6. USE OF SUBCONTRACTORS: Will any of the work under this contract be subcontracted?

YES  NO

IF YES, EXPLAIN WHICH SERVICES. PLEASE INCLUDE YOUR COMPANY'S EXPERIENCE WORKING WITH THESE PROFESSIONALS.

COMPTON PRESS - COVER PRINTING

WE HAVE OUTSOURCED OUR COVER PRINTING TO COMPTON FOR SEVERAL YEARS  
DUE TO THEIR EXCELLENT QUALITY, PRICING AND PUNCTUALITY.

7. Our company can meet Postal Code regulations concerning the mailing of an estimated 36,000 Newsletters on a quarterly basis.

YES  NO

IF NO, EXPLAIN WHY?

8. Please indicate the estimated turn-around time from the date proof is signed-off on by the City of Troy for delivery to the Post Office. TEN BUSINESS of Days



9. Our company can meet all requirements of the specifications and can provide all the services specified in the time specified?

YES     NO

IF NO, EXPLAIN WHY ITEMS WERE NOT PROVIDED.

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10. List all equipment to be used in the printing of the Troy Today. Provide make, model and age of the equipment listed.

DESCRIPTION	MAKE	MODEL	AGE
WEB PRESS	TENSOR		23 YRS
FOLDERS		H-50	20 YRS
SADDLE STITCHER	MCCAIN		13 YRS

**THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:**

Signature of Authorized Firm Representative: Gregory M. Care

Representative's Name: GREGORY M. CARE

Company Name: <sup>(print)</sup> GRAND BLANC PRINTING, INC.

Address: 9449 HOLLY RD. GRAND BLANC, MI. 48439

Phone Number: 810-694-1155

Fax Number: 810-694-1139

E-mail: GREGC@GRANDBLANCPRINTING.COM

Date: 2-3-22



## Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

---

A corporation duly organized and doing business under the laws of the State of MICHIGAN  
for whom MATTHEW D. STEBBINS, bearing the office title of PRESIDENT,  
whose signature is affixed to this proposal, is duly authorized to execute contracts.

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A partnership, all members of which, with addresses, is:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

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**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three-year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
  - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
  - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

I am able to certify to the above statements.

GRAND BLANC PRINTING, INC.

Name of Agency/Company/Firm (Please Print)

MATTHEW D. STEBBINS

Name and title of authorized representative (Please Print)

Signature of authorized representative

2-4-22

Date

I am unable to certify to the above statements. Attached is my explanation.



**VENDOR CERTIFICATION  
THAT IT IS NOT AN  
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	GRAND BLANC PRINTING, INC.
Street Address	9449 HOLLY ROAD
City	GRAND BLANC
State, Zip	MI. 48439
Corporate I.D. Number/State	38-1969043 MICH.
Taxpayer I.D. #	

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: Gregory M. Care

Printed Name of Vendor's Authorized Agent: GREGORY M. CARE

Witness Signature: Matthew D. Stebbins

Printed Name of Witness: MATTHEW D. STEBBINS



**Proposer's Sworn and Notarized Familial Disclosure**  
*(to be provided by the Proposer)*

The undersigned, the owner or authorized officer of GRAND BLANC PRINTING, INC (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of GRAND BLANC PRINTING, INC. and any member of the City of Troy City Council or City of Troy management.

**List any Familial Relationships:**

BIDDER: GRAND BLANC PRINTING  
[Signature]

By: MATTHEW D. STEBBINS

Its: PRESIDENT

STATE OF MICHIGAN )  
 )ss.  
COUNTY OF Genesee )

This instrument was acknowledged before me on the <sup>7th</sup> ~~8th~~ day of February, 2022, by Matthew D. Stebbins, President of Grand Blanc Printing

Andrea L. Robbins

ANDREA L. ROBBINS  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF GENESSEE  
MY COMMISSION EXPIRES Jun 14, 2025  
ACTING IN COUNTY OF Genesee



CITY OF TROY  
OAKLAND COUNTY, MICHIGAN  
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

MATTHEW D. STEBBINS, being duly sworn deposed, says that he/she  
(Print Full Name)

is PRESIDENT. The party making the foregoing proposal or bid,  
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

SIGNATURE OF PERSON SUBMITTING BID

Andrea L. Robbins

NOTARY'S SIGNATURE

Subscribed and sworn to before me this 7<sup>th</sup> day of February, 2022

in and for Genesee County.

My commission expires:

06/14/2025

ANDREA L. ROBBINS  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF GENESEE  
MY COMMISSION EXPIRES Jun 14, 2025  
ACTING IN COUNTY OF Genesee





500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

February 28, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Lisa Burnham, Controller  
Cindy Stewart, Community Affairs Director  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications - Printing Services for the *Troy Today* and *Troy Recreation* Quarterly Newsletters

### History

- The *Troy Today* Quarterly Newsletter, an all-encompassing newsletter to inform residents and businesses about pertinent City News, Library, Historic Village, and Nature Center programs and special events, and *Troy Recreation*, the quarterly newsletter to inform residents about all Recreation Department programs, classes, and special events, are mailed to all residential and business addresses.
- In addition, a Flip Page newsletter is posted on the City’s website for both booklets.
- The existing contract is expiring April 30, 2022.

### Purchasing

On February 10, 2022, a bid opening was conducted as required by City Charter and Code for one (1) year requirements of printing and delivery services of the *Troy Today* and *Troy Recreation* Quarterly Newsletters with an option to renew for two (2) additional years. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi). One hundred and twelve (112) vendors were notified via the MITN website. Three (3) bid responses were received. Below is a detailed summary of potential vendors for the bid opportunity:

<b>Companies notified via MITN</b>	112
Troy Companies notified via MITN	4
Troy Companies notified - Active email Notification	4
Troy Companies notified - Active non-paying	0
<b>Companies that viewed the bid</b>	16
Troy Companies that viewed the bid	0

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. **Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. **Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City. **Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

*Grand Blanc Printing Co, Inc. of Grand Blanc, MI*, is the low bidder meeting all bid specifications and is being recommended for award. *Grand Blanc Printing Co. Inc.* is currently providing printing services for the City, is meeting all bid specifications and is doing an excellent job of handling the printing and delivery services of the *Troy Today* and *Troy Recreation* Quarterly Newsletters. Note that web press equipment is required to provide printing services for the *Troy Today* and *Troy Recreation* Quarterly Newsletters.



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Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

### **Financial Considerations**

Funds are available from the printing accounts of the City Manager, Library and Recreation Departments operating budgets.

### **Recommendation**

City Management recommends awarding a one (1) year contract with the option to renew for two (2) additional years for printing and delivery services of the *Troy Today* and *Troy Recreation* Quarterly Newsletters to low bidder meeting specifications, *Grand Blanc Printing Co., Inc., of Grand Blanc, MI* for an estimated total cost of \$42,092.00 for the *Troy Today*, and \$60,096.00 for the *Troy Recreation* plus the actual cost of bulk rate postage and \$30.00 per issue to post the Flip Page newsletter on the City's website, and additional charges if needed, not to exceed budgetary limitations at prices contained in the attached bid tabulation opened February 10, 2022; contract to expire April 30, 2025.

Opening Date - 02/10/2022  
 Date Reviewed - 02/10/2022

CITY OF TROY  
 BID TABULATION  
 PRINTING TROY TODAY NEWSLETTER

ITB-COT 22-03  
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Vendor Name:	Grand Blanc Printing, Inc.	Indiana Printing and Publishing Company, Inc.	OneSource
City:	Grand Blanc, MI	Indiana, PA	Buffalo Grove, IL
Check Amount:	Bid Deposit in Escrow	\$2,000.00	\$2,000.00
Check #:	Deposit 2011-00000097	009440450	2015359289

**BID PROPOSAL A: PRINTING AND DELIVERY OF TROY TODAY QUARTERLY NEWSLETTERS (35,000 copies per printing of each Troy Today, four times per year, in accordance with specifications)**

Proposal A1 - City Troy Today									
Item	Base Bid Total Pages	50 lb. Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a.	36	32	4	\$9,597.00	\$38,388.00	\$14,186.00	\$56,744.00	\$16,985.00	\$67,940.00
b.	40	36	4	\$10,523.00	\$42,092.00	\$16,325.00	\$65,300.00	\$19,223.00	\$76,892.00
Proposal A2 - Recreation Troy Today									
Item	Base Bid Total Pages	50 lb. Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
c.	56	52	4	\$13,781.00	\$55,124.00	\$20,212.00	\$80,848.00	\$25,221.00	\$100,884.00
d.	60	56	4	\$14,403.00	\$57,612.00	\$21,156.00	\$84,624.00	\$26,700.00	\$106,800.00
e.	64	60	4	\$15,024.00	\$60,096.00	\$22,100.00	\$88,400.00	\$28,696.00	\$114,784.00
f.	68	64	4	\$15,646.00	\$62,584.00	\$23,044.00	\$92,176.00	\$28,999.00	\$115,996.00

**BID PROPOSAL B: FLIP PAGE NEWSLETTER FOR WEBSITE**

Flip Page Newsletter for posting on City's website	Cost Per Issue	Cost Per Issue	Cost Per Issue
	\$30.00	\$95.00	\$250.00
ADDITIONAL CHARGES:	Cost Per Proof	Cost Per Proof	Cost Per Proof
1. If additional proofs are needed	\$0.00	N/C	\$25.00
Completion Schedule can be met:	Y or N	Y	N
Contact Person:	Greg Care	Mike Donnelly	Peter Walsh
Hours of Operation:	9:00 - 5:00	M-F 8AM - 5PM	7AM - 5PM
24 Hr. Phone No:	810-875-0185	724-388-3839	708-822-6905
Payment Terms:	Net 30 Days	Net 30 Days	N/30
Exceptions:	None	Cannot meet completion schedule due to paper supply issues	Please Section No. 9 paper for text pages unavailable
Acknowledgement:	Y or N	Y	Y
Vendor Questionnaire provided:	Y or N	Y	Y
Forms:	Y or N	Y	Y

Low Bidder Meeting Specifications

Attest:  
 (\*Bid Opening conducted via Zoom)  
 Cindy Stewart  
 Andrew Chambliss  
 Heather Chomiak  
 Jackie Ahlstrom

Emily Frontera  
 Purchasing Manager