



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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### **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.

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

**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
<b>ADDITIONAL CHARGES:</b>	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	Y
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	Y
Vendor Questionnaire provided: Y or N	Y	Y	Y
Forms: Y or N	Y	Y	Y

Low Bidder Meeting Specifications

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

Emily Frontera  
Purchasing Manager