

J-4 Standard Purchasing Resolutions:

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

Resolution #2019-03-032-J-4a

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 the low bidder meeting specifications, *Grand Blanc Co., Inc., of Grand Blanc, MI*, at an estimated total cost of \$39,540.00 for the *Troy Today*, and \$51,860.00 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 March 7, 2019; a copy of which shall be **ATTACHED** to the original Minutes of this meeting; contract to expire April 30, 2022.

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. 2019-00001211
 DATE: 04/24/2019
 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

VENDOR NO. 164042

Vendor

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

EXPIRATION DATE

04/30/2020

COUNCIL RESOLUTION

2019-03-032-J-4a

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
4	Each	Printing and Delivery of TROY TODAY	9,885.0000	\$39,540.00
4	Each	Printing and Delivery of RECREATION TROY TODAY	12,965.0000	\$51,860.00
8	Each	Flip Page Newsletter - City's Website	30.0000	\$240.00
1	Each	COMPLETION SCHEDULE: Grand Blanc Printing will be given a MAXIMUM OF 10 BUSINESS DAYS to complete the printing of the Troy and Recreation TODAY from the date & time the files are rec'd. DELIVERY & LIQUIDATED DAMAGES as per Bid Specifications and in accordance with ITB-COT 19-16.	0.0000	\$0.00

Entered By: MaryBeth Murz

\$91,640.00

Special Instructions:

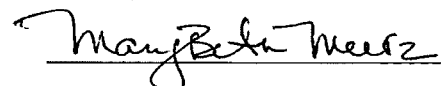
CITY COUNCIL AWARD DATE: 3/18/2019. Furnish all Labor, Materials, and Equipment to provide one-year requirements of the printing and delivery of Four (4) Issues of the Troy Today and the Recreation Today; with a Two (2) Year renewal option in accordance with all the bid specifications of ITB-COT 19-16 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.



CITY OF TROY
PURCHASE ORDER
PRINTING TROY TODAY NEWSLETTER

Vendor Name: Grand Blanc Printing, Inc.
City: Grand Blanc, MI
Check #: Check on File (Current Vendor)

BID PROPOSAL A1: Printing & Delivery of TROY TODAY Newsletters - 70# Gloss Text Cover, 50#/92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost
a	40	36	4	\$9,145.00	\$36,580.00
b	44	40	4	\$9,885.00	\$39,540.00

BID PROPOSAL A2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 70# Gloss Text Cover, 50#/92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost
c	52	48	4	\$10,950.00	\$43,800.00
d	56	52	4	\$11,900.00	\$47,600.00
e	60	56	4	\$12,435.00	\$49,740.00
f	64	60	4	\$12,965.00	\$51,860.00

BID PROPOSAL C: Flip Page Newsletter for Website

Flip Page Newsletter for posting on City's Website	Cost Per Issue
	\$30.00

ADDITIONAL CHARGES:

Cost per additional proofs if needed	Cost Per Proof
	n/a
COMPLETION SCHEDULE MET:	Y
Hours of Operation	8-5PM
Phone No.	810-875-0185
ACKNOWLEDGEMENT:	Y
PAYMENT TERMS:	Net 30
EXCEPTIONS:	N
QUESTIONNAIRE:	Y
REFERENCES:	Y
	Low Bidder Meeting Specifications

CITY OF TROY
BID TABULATION
PRINTING TROY TODAY NEWSLETTER

Vendor Name:	Grand Blanc Printing Inc.	Indiana Printing and Publishing Company, Inc.
City:	Grand Blanc, MI	Indiana, PA
Check #:	Check on File (Current Vendor)	009438747

BID PROPOSAL A1: Printing & Delivery of TROY TODAY Newsletters - 70# Gloss Text Cover, 50#92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a	40	36	4	\$9,145.00	\$36,580.00	\$9,770.00	\$39,080.00
b	44	40	4	\$9,885.00	\$39,540.00	\$10,318.00	\$41,272.00

BID PROPOSAL A2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 70# Gloss Text Cover, 50#92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
c	52	48	4	\$10,950.00	\$43,800.00	\$11,496.00	\$45,984.00
d	56	52	4	\$11,900.00	\$47,600.00	\$12,122.00	\$48,488.00
e	60	56	4	\$12,435.00	\$49,740.00	\$12,963.00	\$51,852.00
f	64	60	4	\$12,965.00	\$51,860.00	\$13,505.00	\$54,020.00

BID PROPOSAL C: Flip Page Newsletter for Website

Flip Page Newsletter for posting on City's Website	Cost Per Issue	Cost Per Issue
	\$30.00	\$95.00

ADDITIONAL CHARGES:

Cost per additional proofs if needed	Cost Per Proof	Cost Per Proof
	n/a	No Charge
COMPLETION SCHEDULE MET:	Y	Y
Hours of Operation	8-5PM	8-5PM
Phone No.	810-875-0185	724-388-3839
ACKNOWLEDGEMENT:	Y	Y
PAYMENT TERMS:	Net 30	Net 30
EXCEPTIONS:	N	N
QUESTIONNAIRE:	Y	Y
REFERENCES:	Y	Y
	Low Bidder Meeting Specifications	

ATTEST:

Cindy Stewart
Sue Reisterer
Kristine Kallek

Mary Beth Murz,
Purchasing Manager

Vendor Name:	Printwell	Community Publishing & Marketing
City:	Taylor, MI	Taylor, MI
Check #:	001320732	001320739

BID PROPOSAL A1: Printing & Delivery of TROY TODAY Newsletters - 70# Gloss Text Cover, 50#/92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a	40	36	4	\$10,865.00	\$43,460.00	\$11,000.00	\$44,000.00
b	44	40	4	\$11,387.00	\$45,548.00	\$11,500.00	\$46,000.00

BID PROPOSAL A2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 70# Gloss Text Cover, 50#/92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
c	52	48	4	\$12,554.00	\$50,216.00	\$12,600.00	\$50,400.00
d	56	52	4	\$14,398.00	\$57,592.00	\$14,500.00	\$58,000.00
e	60	56	4	\$14,848.00	\$59,392.00	\$15,000.00	\$60,000.00
f	64	60	4	\$16,353.00	\$65,412.00	\$16,500.00	\$66,000.00

BID PROPOSAL C: Flip Page Newsletter for Website

Flip Page Newsletter for posting on City's Website	Cost Per Issue	Cost Per Issue
	\$275.00	\$275.00

ADDITIONAL CHARGES:

Cost per additional proofs if needed	Cost Per Proof	Cost Per Proof
	\$65/hr \$5/per page	\$5/per page
COMPLETION SCHEDULE MET:	Y	Y
Hours of Operation	24 Hours	6AM-10PM
Phone No.	313-806-9814	313-218-7117
ACKNOWLEDGEMENT:	Y	Y
PAYMENT TERMS:	Net 30	10 Days
EXCEPTIONS:	N	Y, In exchange for advertising CPM will pay postage.
QUESTIONNAIRE:	Y	Y
REFERENCES:	Y	Y



CITY OF TROY
BID PROPOSAL

ITB-COT 19-16
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:** 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

	BASE BID	50 lb.	Gloss Text	
a.	40 total pages	(36 pages + 4 pages)	\$ 9145.00 /Issue	
b.	44 total pages	(40 pages + 4 pages)	\$ 9895.00 /Issue	

Proposal A2 – Recreation Troy Today

	BASE BID	50 lb.	Gloss Text	
c.	52 total pages	(48 pages + 4 pages)	\$ 10950.00 /Issue	
d.	56 total pages	(52 pages + 4 pages)	\$ 11900.00 /Issue	
e.	60 total pages	(56 pages + 4 pages)	\$ 12435.00 /Issue	
f.	64 total pages	(60 pages + 4 pages)	\$ 12965.00 /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 C: 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 \$ N/A /Proof

SAMPLE PAPER:

Samples of each paper which your company provides pricing for **must** be submitted with your bid proposal or within 24 hours of the bid proposal opening time. Attach the sample sheets to your bid document at the time of submission and identify the type manufacturer of the paper provided.

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 MaryBeth Murz, 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 BLANC 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 return 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 Purchasing Office – (248) 680-7291.

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: GRAND 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: 8-5:00 PM 24 Hr Ph.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:

Gregory M. Care

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 BLANC PRINTING INC.

ADDRESS 9449 HOLLY RD. CITY GRAND BLANC STATE MI ZIP 48439

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

REPRESENTATIVE'S NAME: GREG CARE

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

Gregory M. Care (Print)

PAYMENT TERMS: NET 30, 2% 10 EMAIL: GREGC@GRANDBLANCPRINTING.COM

COMPLETION: 10 BUSINESS DAYS

CHECK #: CITY HAS \$2000 BOND.

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 and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

Gregory M. Care

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: 3-4-19
Month/Date/Year

COMPANY NAME: GRAND BLANC PRINTING INC.

ESTABLISHED: OCT. 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?

50 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.

CORPORATION. WE DO THIS TYPE OF WORK ON A
REGULAR BASIS.

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.



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
CITY OF ANN ARBOR		KIM	734-794-6000	X42193	13
CITY OF STERLING HGHTS		BRIDGET	586-446-2471		12
CANTON TWP		PEG	734-394-5469		NEW JOB RAN ONCE.

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.

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. 7-10 WORKING DAYS 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.

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
PRESS	TENSOR	1400 SERIES	19
SADDLESTITCHER	MCCAIN	S2000	9

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Firm Representative:

Gregory M. Care

Representative's Name: GREG CARE

Company Name: GRAND^(print) BLANC PRINTING INC.

Address: 9449 HOLLY RD. GRAND BLANC, MI 48439

Phone Number: 810-694-1155

Fax Number: 810-694-1139

E-mail: GREGC @ GRANDBLANC PRINTING. COM

Date: 3-4-19



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 GREG CARE, bearing the office title of ACCT. EXECUTIVE, whose signature is affixed to this proposal, is duly authorized to execute contracts.

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

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

AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

_____	_____
-------	-------



**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)

GREGORY M. CARE' ACCOUNT EXECUTIVE

Name and title of authorized representative (Please Print)

Gregory M. Care'

Signature of authorized representative

3-4-19

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 RD.
City	GRAND BLANC
State, Zip	MI. 48439
Corporate I.D. Number/State	
Taxpayer I.D. #	38-1969043

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. Siebrins

Printed Name of Witness: MATTHEW D. SIEBRINS



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: Matt Stebbins

By: MATTHEW D. STEBBINS

Its: PRESIDENT

STATE OF MICHIGAN)
)ss.

COUNTY OF Genesee)

This instrument was acknowledged before me on the 5th day of March, 2019, by

[Signature]

SALLY COLETTI
NOTARY PUBLIC - MICHIGAN
GENESEE COUNTY
MY COMMISSION EXPIRES SEPT. 26, 2020
ACTING IN GENESEE COUNTY



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 GRAND BLANC PRINTING, INC.. 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


NOTARY'S SIGNATURE

Subscribed and sworn to before me this 5th day of March,
2019 in and for Genesee County.

My commission expires:

SALLY COLETTI
NOTARY PUBLIC - MICHIGAN
GENESEE COUNTY
MY COMMISSION EXPIRES SEPT. 26, 2020
ACTING IN GENESEE COUNTY



**BID SPECIFICATIONS
CITY OF TROY
TROY TODAY QUARTERLY NEWSLETTERS**

Quantity: 35,000 newsletters per printing, eight times per year for a total quantity of 280,000 / year.

Format: Booklet

Page Size: Stitched and trimmed to a finish size of 8" x 10.5"
4 books will be minimum of 40 pages and maximum of 44 pages
4 books will be minimum of 52 pages and maximum of 64 pages

Paper: Bid Proposal

Cover: 70 lb. Gloss Text #3 or brighter
Inside: 50# Offset / 92 bright

*Samples of proposed cover and inside paper stock **must** be submitted with the bid proposal or within 24 hours of the bid opening time.*

Ink: All pages: Four (4) color (CMYK)

PrePress: Camera-ready copy via FTP. Proofs via FTP or e-mail. Newsletter to be supplied to Printer in InDesign CS2 or PDF files.

PostPress: Vendor **MUST** supply a low-resolution PDF copy of assembled proofed newsletter (with cover) suitable for Web viewing/downloading on the City's website along with an option to produce a flip page newsletter for the City's website.

Over/Underruns: There shall be zero (0) overruns, and zero (0) under-runs. Over-runs will not be approved for payment unless the overruns were requested by the City prior to printing. Costs for unrequested overruns will be the obligation of the Vendor. The Vendor shall be responsible for under-runs and will be responsible for providing the difference between what was printed and what was required by the City at no additional cost to the City.

**Post Office Mailing/
Bundling:** Newsletters are to be bundled according to the U.S. Post Office specifications for routes within the City of Troy Post Office (Residential Customers Only). Vendor will be responsible for meeting all postal regulations concerning mailing of the newsletter. **The City will be responsible for paying the postage.**

NOTE: It is the obligation of the Vendor to acquire the route quantities.

Delivery: The printed newsletter in quantities required by the Troy Post Office delivery routes is to be delivered to the Troy Post Office, no later than ten business days after Vendor received sign-off from the City of Troy. The remaining copies are to be delivered to the Community Affairs Department, Library and Troy Community Center (quantities for each location to be determined by the Community Affairs Director).

Schedule: To be determined based on pre-press production schedules.

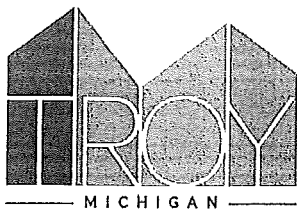
The City of Troy officially distributes bid documents from the Purchasing Department or through the Michigan Intergovernmental Trade Network (MITN website). Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Purchasing Department or the MITN website are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, www.mitn.info, and obtain an official copy.

6. To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/ or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.
7. To the extent permitted by law, the City of Troy and the successful bidder waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, and the architect, architect's consultants, separate contractors, if any, and any of their subcontracts, subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this agreement or other property insurance applicable to the work. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged for this contract.
8. All samples requested as part of this Invitation to Bid (ITB) will be returned, if requested, at the bidder's expense.
9. **IMPORTANT:** A cashier's check, certified check, or money order **in the amount of \$2,000.00 must accompany the bid to insure the bid.** Unsuccessful bidders will have their bid surety returned after the bid award. The bid surety will be returned to the awarded bidder upon successful completion of all contract requirements. If the current provider has a bid deposit on file with the City of Troy **for this contract**, he/she may request to move the bid surety forward to the new contract period. It shall be the responsibility of the bidder to make sure the deposit is still on file. **BID BONDS ARE NOT ACCEPTABLE.**

SPECIAL INSTRUCTIONS

- All bidders are held to bid prices for 60 days or award of the bid, whichever comes first, except for the successful bidder whose prices shall remain firm in accordance with the contract provisions.
- One (1) copy of three (3) comparable "City" type newsletters and proposed paper stock shall be submitted with your bid proposal.
- Final bid results will be posted on the MITN website after award – please register to see the results (www.mitn.info).

★ CITY OF TROY HAS ¹2000.00 CHECK ON FILE FROM
GRAND BLANC PRINTING.



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

March 12, 2019

To: Mark F. Miller, City Manager

From: MaryBeth Murz, Purchasing Manager
Cindy Stewart, Community Affairs Director

Subject: Standard Purchasing Resolution 2: 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, 2019.

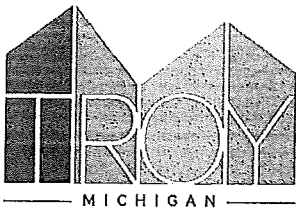
Purchasing

On March 7, 2019, a public bid opening was conducted as required by City Charter and Code in order to provide printing and delivery services of the *Troy Today* and *Troy Recreation* Quarterly Newsletters. One hundred and twenty (120) vendors were notified of the bid opportunity on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info. Four (4) responsive bids were received. Below is a detailed vendor summary:

Companies notified via MITN	120
Troy Companies notified via MITN	10
Troy Companies notified - Active email Notification	9
Troy Companies notified - Active non-paying	1
Companies that viewed the bid	20
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 to provide one (1) year requirements for the printing and delivery of the *Troy Quarterly Newsletter* with an option to renew for two (2) additional years. *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.



500 West Big Beaver
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 the low bidder meeting specifications, *Grand Blanc Printing Co., Inc., of Grand Blanc, MI* for an estimated total cost of \$39,540.00 for the *Troy Today*, and \$51,860.00 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 as contained in the attached bid tabulation contract to expire April 30, 2022, in accordance with all bid specifications.

Vendor Name:	Grand Blanc Printing, Inc.	Indiana Printing and Publishing Company, Inc.
City:	Grand Blanc, MI	Indiana, PA
Check #:	Check on File (Current Vendor)	009438747

BID PROPOSAL A1: Printing & Delivery of TROY TODAY Newsletters - 70# Gloss Text Cover, 50#92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a	40	36	4	\$9,145.00	\$36,580.00	\$9,770.00	\$39,080.00
b	44	40	4	\$9,885.00	\$39,540.00	\$10,318.00	\$41,272.00

BID PROPOSAL A2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 70# Gloss Text Cover, 50#92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
c	52	48	4	\$10,950.00	\$43,800.00	\$11,496.00	\$45,984.00
d	56	52	4	\$11,900.00	\$47,600.00	\$12,122.00	\$48,488.00
e	60	56	4	\$12,435.00	\$49,740.00	\$12,963.00	\$51,852.00
f	64	60	4	\$12,965.00	\$51,860.00	\$13,505.00	\$54,020.00

BID PROPOSAL C: Flip Page Newsletter for Website

Flip Page Newsletter for posting on City's Website	Cost Per Issue	Cost Per Issue
	\$30.00	\$95.00

ADDITIONAL CHARGES:

Cost per additional proofs if needed	Cost Per Proof	Cost Per Proof
	n/a	No Charge
COMPLETION SCHEDULE MET:	Y	Y
Hours of Operation	8-5PM	8-5PM
Phone No.	810-875-0185	724-388-3839
ACKNOWLEDGEMENT:	Y	Y
PAYMENT TERMS:	Net 30	Net 30
EXCEPTIONS:	N	N
QUESTIONNAIRE:	Y	Y
REFERENCES:	Y	Y
	Low Bidder Meeting Specifications	

ATTEST:

Cindy Stewart
Sue Riesterer
Kristine Kallek


Mary Beth Murz,
Purchasing Manager

Vendor Name:	Printwell	Community Publishing & Marketing LTD
City:	Taylor, MI	Taylor, MI
Check #:	001320732	001320739

BID PROPOSAL A1: Printing & Delivery of TROY TODAY Newsletters - 70# Gloss Text Cover, 50#92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
a	40	36	4	\$10,865.00	\$43,460.00	\$11,000.00	\$44,000.00
b	44	40	4	\$11,387.00	\$45,548.00	\$11,500.00	\$46,000.00

BID PROPOSAL A2: Printing & Delivery of RECREATION TROY TODAY Newsletters - 70# Gloss Text Cover, 50#92 Bright.

Item	Base Bid Total Pages	50# Pages	Gloss Text Pages	Cost Per Issue	Annual Cost	Cost Per Issue	Annual Cost
c	52	48	4	\$12,554.00	\$50,216.00	\$12,600.00	\$50,400.00
d	56	52	4	\$14,398.00	\$57,592.00	\$14,500.00	\$58,000.00
e	60	56	4	\$14,848.00	\$59,392.00	\$15,000.00	\$60,000.00
f	64	60	4	\$16,353.00	\$65,412.00	\$16,500.00	\$66,000.00

BID PROPOSAL C: Flip Page Newsletter for Website

Flip Page Newsletter for posting on City's Website	Cost Per Issue	Cost Per Issue
	\$275.00	\$275.00

ADDITIONAL CHARGES:

Cost per additional proofs if needed	Cost Per Proof	Cost Per Proof
	\$65/hr \$5/per page	\$5/per page
COMPLETION SCHEDULE MET:	Y	Y
Hours of Operation	24 Hours	6AM-10PM
Phone No.	313-806-9814	313-218-7117
ACKNOWLEDGEMENT:	Y	Y
PAYMENT TERMS:	Net 30	10 Days
EXCEPTIONS:	N	Y, In exchange for advertising CPM will pay postage.
QUESTIONNAIRE:	Y	Y
REFERENCES:	Y	Y

STANDARD PURCHASING RESOLUTION 2 – Award To Low Bidder Meeting Specifications– Printing Services for the *Troy Today* and *Troy Recreation* Quarterly Newsletters

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 the low bidder meeting specifications; Grand Blanc Co Inc., of Grand Blanc, MI at an estimated total cost of \$39,540.00 for the *Troy Today*, and \$51,860.00 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 March 7, 2019, a copy of which shall be ATTACHED to the original Minutes of this meeting; contract to expire April 30, 2022.

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.