Memorandum

To: Steven Truman, City Manager

From: Peter Provenzano, Assistant City Manager

Date: October 1, 2009

Re: **City Calendar – Year 2010**

Bid Advertised:	September 16, 2009, Macomb Daily
Bid Due:	September 30, 2009 at 11:00 a.m. Local Time
Present at Bid Opening:	Paul VanDamme, Purchasing Assistant Jill Cross, Administrative Assistant Tony Lipinski, Director of Parks & Recreation Reps from: Dearborn Lithograph and U-Litho Printing

Specifications were prepared for the Year 2010 Annual Calendar. Bid invitations were sent to nineteen (19) companies with four (4) companies responding with quotes.

Tony Lipinski, Director of Parks and Recreation, has reviewed all bids. The low bidder, meeting all specifications, was Dearborn Lithograph, Inc. Three (3) options were requested, and Dearborn Lithograph was the low bidder for all three (3) options. It is noted that Dearborn Lithograph, Inc. is a union printer.

The bid stipulates that the final product be delivered to the U.S. Post Office by December 14, 2009. Dearborn Lithograph has previously done business with the City in a satisfactory manner, specifically printing the calendar.

Therefore, it is recommended that we accept the low bid submitted by **Dearborn Lithograph, Inc.**

Should you have any questions, contact my office.

/jc

Attachment

October 1, 2009

TO: Steve Truman

FROM: Tony Lipinski Tony

RE: 2010 Calendar Bid

I have reviewed the bids for the printing and delivery of the 2010 City Calendar. Dearborn Lithorgraph, Inc. was once again the lowest bidder on all options. I recommend awarding the bid to Dearborn Lithograph. Please advise as to which option you would like to have awarded for the printing of the 2010 Calendar. The options are listed below along with Dearborn Lithograph's bid price and the second lowest bid.

	Dearborn Lithograph	Select Graphics
Option I (Same as 2009) 36 Page Calendar (Including cover) With map; Jan. – Dec. 2010	$11,981.08	$14,053.00
Option II 36 Page (Including cover) No map; Jan. 2010 – Feb. 2011	$11,981.08	$14,202.00
*Option III 40 pages (Including cover) Includes map; Jan. 2010 – Feb. 2011	$13,619.27	$15,804.00

*Please note that Option III would increase the postage cost by approximately $200.00 due to the extra pages. Last year the postage cost was $4,169.00 for mailing the calendar.

Please let me know if you have any questions regarding this information.

cc: Paul Van Damme
Parks & Recreation Board

2010 Calendar Bid
Parks Recreation
DUE: September 30, 2009

BIDDERS		Option 1 36 Pages w/ Map (Same as 2009)	Option II 36 Pages no Map (Jan & Feb 2011)	Option III 40 Pages w/Map (Jan & Feb 2011)	
Dearborn Lithograph	**Livonia**	**$ 11,981.08**	**$ 11,981.08**	**$ 13,619.27**	
SelectGraphics	Warren	$ 14,053.00	$ 14,202.00	$ 15,804.00	
Caldwell Printing	Fraser	$ 15,765.75	$ 15,765.75	$ 17,940.00	
U-Litho Printing	Ann Arbor	$ 16,562.00	$ 16,562.00	$ 18,846.00	
* Roseville-based business					
Present at Bid Opening:					
Paul VanDamme, Purchasing Assistant					
Jill Cross, Administrative Assistant					
Tony Lipinski, Director of Parks & Rec					
Reps From: U-Litho					
Dearborn Litho					