



AGENDA ITEM SUMMARY FORM

MEETING DATE: 06/12/2023

PREPARED BY: Amy J Mischak, HR Director/Purchasing Coordinator

AGENDA ITEM CONTENT: Printing and Mailing of Recreation Brochure/City Newsletter

AGENDA ITEM SECTION: Bid Awards/Purchases

BUDGETED AMOUNT:

FUNDS REQUESTED:

FUND: General Fund Postage/misc

EXECUTIVE SUMMARY:

Please see attached memo.

RECOMMENDATION:

Per attached memo, to award a two year contract to KK Stevens Publishing for the printing and mailing of the Recreation Newsletter/City Brochure at the unit prices indicated, with an option to renew thereafter upon written agreement, allowing for postage and/or paper manufacturer increases. Council is also requested to authorize staff to proceed to the next two low bidders should the contract with KK Stevens be cancelled due to performance issues.

DATE: June 2, 2023

TO: Melissa R. Marsh, City Manager

FROM: Amy J. Mischak, HR Director/Purchasing Coordinator

RE: ITB 1067 – Recreation Brochure/Newsletter Printing & Mailing

On May 2, 2023 a bid for printing and mailing of the Recreation Newsletter/Brochure was posted on the MITN online cooperative bidding system (www.mitn.info), where it was emailed to 130 vendors. Thirty-one vendors downloaded the bid documents, and seven vendors submitted bid documents to the Clerk's Office by the 11am deadline on May 23, 2023. No vendors attended the in-person bid opening.

On May 31st, staff followed up with the three low bidders: KK Stevens Publishing out of Astoria, Illinois; Litho Printing in Eastpointe; and Accuform in Detroit to confirm questions regarding pricing, postage procedures, delivery, paper specifications and scheduling process.

Each vendor, including KK Stevens Publishing out of Illinois, confirmed that the submitted pricing was for the specified paper as outlined in the bid, and included delivery of the brochures to the Pontiac Michigan Post Office with the overruns delivered directly to DPS on Ajax Drive. Further, KK Stevens noted that with their extensive paper vendor network and research performed when submitting the bid they did not anticipate any price changes due to manufacturer increases. KK Stevens reported acceptable scheduling procedures for the City's planning purposes.

The typical newsletter is 32 pages, and KK Stevens Publishing is the lowest qualified bidder based upon their pricing, at a unit price of \$0.38 per newsletter, with an estimated extended price of \$5,161 including the 2% runoff to be delivered to DPS on Ajax Drive. Given the follow-up discussion and all-inclusive pricing confirmation, the City has no reason to disqualify them from award.

Therefore, staff and I would respectfully request that Council award the contract for the printing and mailing of the Recreation Brochure/Newsletter to KK Stevens Publishing at the unit prices indicated for a two year contract term through June 12, 2025, with option to extend thereafter upon written agreement of the parties, allowing for documented postage and paper increases if the market becomes too volatile, and also allowing for lower cost production at the City's sole discretion based upon paper cost and availability.

Council is also requested to authorize the City to proceed to the second or third low vendors, Litho Printing or Accuform respectively, in the unlikely event that the contract with KK Stevens Publishing is cancelled for lack of performance.

Please let me know if you have any questions or concerns. Thank you for your consideration.

BID SUMMARY						
#1067 - Printing and Mailing of City Newsletter						
Bid Opening Date: 05/23/231						
No. of bids sent: 12 Vendors who downloaded documents: 31 No. of bids received: 7						
Full color 8.5x11, #50 uncoated offset 92 bright paper						
All prices shown per thousand (13,377 plus 2% runoff newsletters total)						
Staff recommends award to low responsive bidder KK Stevens Publishing						
VENDOR		24 page newsletter	28 page newsletter	32 page newsletter	36 page newsletter	Cost of each add'l 4 pgs
KK Stevens Publishing	year 1	\$343.15	\$361.72	\$378.26	\$497.84	\$57.19
Astonia IL	year 2	\$360.30	\$379.80	\$397.17	\$522.73	\$60.05
Litho Printing	year 1	\$350.00	\$390.00	\$420.00	\$493.00	\$73.00
Eastpointe	year 2	\$385.00	\$429.00	\$462.00	\$543.00	\$81.00
Accuform	year 1	\$370.28	\$416.71	\$469.07	\$495.86	\$49.75
Detroit	year 2	\$385.12	\$433.38	\$487.85	\$515.67	\$51.76
BRD Printing	year 1	\$470.16	\$556.17	\$565.51	\$684.70	\$93.43
Lansing	year 2	\$494.90	\$585.44	\$595.27	\$720.74	\$103.81
Arbor Press	year 1	\$505.00	\$570.00	\$635.00	\$700.00	\$65.00
Royal Oak	year 2	\$510.00	\$575.00	\$640.00	\$705.00	\$65.00
IP Inland Press	year 1	\$610.57	\$754.33	\$770.65	\$869.08	\$64.00
Detroit	year 2	\$592.25	\$731.70	\$747.53	\$843.00	\$62.08
Image Printing	year 1	\$731.00	\$814.00	\$898.00	\$957.00	\$32.00
Royal Oak	year 2	\$769.00	\$844.00	\$928.00	\$987.00	\$38.00
JUSTIFICATION OF AWARD TO ABOVE NAMED BIDDER						
Is the recommended vendor the lowest qualified bidder? Yes						
Did the recommended vendor quote the lowest price? Yes						
If not, please justify (e.g. Did lowest bidder fail to meet specs? How?)						

VI. PRICING SECTION BID #1067

PRINTING AND MAILING OF CITY RECREATION BROCHURE/NEWSLETTER

By signing this bid document, vendor attests that all specifications above will be met. Any deviation from specifications must be noted here (add additional sheets as necessary):

Expect 10-12 working day turn time. See attached schedule
disclosure

Name/email/phone of sales representative or production manager who will be assigned to this contract:

Angie Ragle angieragle@kkspc.com 309-329-2151

Proposed vendor for mailing process (US Postal Service or specify source including contact information):

K.K. Stevens Publishing will process for mail thru U.S. Postal Service
(postage not included)

BASE CONTRACT PRICING DETAILS:

Cost to produce and mail a full-color 8.5" x 11" Recreation Brochure/Newsletter, #50 uncoated offset paper 92 bright (recycled option encouraged). PLEASE SEE SECTION V ABOUT REGARDING PAPER MANUFACTURER INCREASE.

(BID UNIT PRICE IS ALL INCLUSIVE INCLUDING PRE-PRODUCTION COMMUNICATIONS/REVIEW, PRODUCTION, PRINTING, SORTING AND MAIL PREPARATION, DELIVERY TO MAIL VENDOR AND DELIVERY OF RUNOFFS TO 801 AJAX DRIVE. **THE CITY WILL PROVIDE POSTAGE VIA ITS BULK US POSTAL PERMIT**)

CURRENT RESIDENTIAL COUNT IS APPROXIMATELY 13,377 PLUS 2% RUNOFF; UNDERRUNS ARE NOT ACCEPTABLE. THERE SHALL BE NO ADDITIONAL CHARGE FOR OVERRUNS.

YEAR ONE:

Cost of a 24 page newsletter: \$ 343.15 per thousand

Cost of a 28 page newsletter: \$ 361.72 per thousand

Cost of a 32 page newsletter: \$ 378.26 per thousand

Cost of a 36 page newsletter: \$ 497.84 per thousand

Cost of each additional 4 pages: \$ 57.19 per thousand

YEAR TWO:

Cost of a 24 page newsletter: \$ 360.30 per thousand

Cost of a 28 page newsletter: \$ 379.80 per thousand

Cost of a 32 page newsletter: \$ 397.17 per thousand

Cost of a 36 page newsletter: \$ 522.73 per thousand

Cost of each additional 4 pages: \$ 60.05 per thousand

COMPANY K.K. Stevens Publishing Co.

SIGNATURE Tim Stevens VP

NAME/TITLE Tim Stevens, Vice President

ADDRESS 100 N Pearl St, P.O. Box 590, Astoria 16 61501

PHONE: 309-329-2151 EMAIL: timstevens@kkspc.com

DATE: 5/16/23

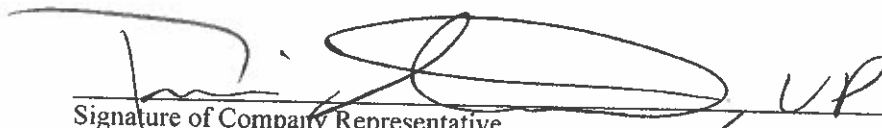
VII. Additional Extension Option - MITN:

The City of Madison Heights is a member of the Michigan Intergovernmental Trade Network (MITN) Purchasing Cooperative. If your company is awarded an item or a completed contract, the cooperative entities may wish to use this contract and will use a purchase order or contract for any or all of the item(s) awarded following minimum order/contract requirements set forth in the bid documents. Each entity will provide its own purchase order or contract and must be invoiced separately to the address on the purchase order/contract.

Currently, there are more than 100 agencies participating in the MITN Cooperative.

(☒) If an award is made to K.K. Stevens Publishing Co.
(Company Name)

it is agreed that the contract will be extended to members of MITN Purchasing Cooperative under the same prices, terms, and conditions.



Signature of Company Representative

~OR~

(☐) Our company _____ is NOT interested in extending this contract.
(Company Name)

Signature of Company Representative

(For more information on the MITN cooperative, including a list of participating agencies, please go to www.MITN.info.)

VIII. CITY OF MADISON HEIGHTS
QUALIFICATION QUESTIONNAIRE

Failure to completely fill out this form or failure to supply adequate information could result in disqualification of bidder.

Name of Bidder: K.K. Stevens Publishing Co.

Address of Bidder: 100 N. Pearl St., Astoria, IL 61501

Type of Business Entity: Corporation
(Example: Corporation, Partnership, etc.)

How Long Established: 64 years

Names and Addresses of
All Principals of Bidder:

Tim Stevens, 509 N. Center St., Astoria, IL 61501

Tom Stevens, 511 N. Locust St., Astoria, IL 61501

1. List all other Corporations, Partnerships, Assumed Names, and/or Businesses in which the above listed principals have an interest in any way, including but not limited to, ownership stockholder, employment, principal, officer or other business relationship.

2. List 3 current references from municipalities or public agencies familiar with the work performed by the Bidder and list the name, addresses, telephone number and email of a contact person.

See Attached

3. List 3 current references from private or non-public sources familiar with the work performed by the Bidder and list the name, address, telephone number and email of a contact person.

See Attached

4. If ANY portion of this contract will be subcontracted you must list said subcontractors below, including company name, contact name, address, phone number and email.

None

The undersigned verifies that the information contained herein is truthful and accurate and acknowledge that they are owners or agents of the Bidder.

[Signature] VP
Bidder's or Authorized
Representative's Signature

Vice President
Title of Signatory

Tim Stevens, K.K. Stevens Publishing Co.
Bidder's Printed Name

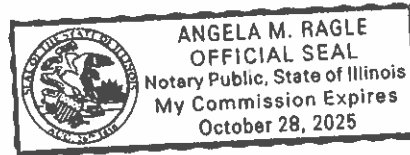
Dated: 5/16/23

Subscribed and sworn to before me on
This 16th day of May, 2023.

[Signature]
Notary Public

County, Michigan

Illinois



NON-COLLUSION AFFIDAVIT

Return this completed form with your sealed bid.

Tom Stevens being duly sworn deposes and says:

That he/she is Vice President
(state official capacity in firm)

The party making the foregoing proposal or bid, that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agreed, 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 of 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 Madison Heights or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

[Signature] VP
(Signature of person submitting bid)

Subscribed and sworn this 11th day of May, 2023 before me, a Notary Public in and for said County.

[Signature]
Notary Public



My Commission Expires:

October 28, 2025

KK STEVENS

PUBLISHING • COMPANY

PRINTING • BINDING • MAILING

P.O. Box 590
100 N. Pearl Street
Astoria, Illinois 61501

1-800-344-0819

Voice (309) 329-2151 • Fax (309) 329-2344

Schedule Disclaimer

KKSPC must receive a signed order to approve schedule. Schedule approval is contingent on press and paper availability at time order is accepted by KKSPC.

Schedule cannot be guaranteed less than 60 days prior to actual production. Schedule changes within 60 days of file submission will be accommodated as best we are able but may result in significant delays.

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REFERENCES

Jeanette Kavanaugh
Heartland Community College

Production Assistant
1500 West Raab Road
Normal, Illinois 61761

(309)268-8164

jeanette.kavanaugh@heartland.edu

Dr. Joe Cassidy

College of DuPage

Dean of Continuing Education
425 Fawell Boulevard

Glen Ellyn, Illinois 60137

(630)942-2067

cassidyj1180@cod.edu

Jason Price

Community College of Allegheny Co.

Marketing & Public Relations Department
800 Allegheny Avenue

Pittsburg, Pennsylvania 15233

(412)237-3145

jprice@ccac.edu



PUBLISHING • COMPANY

PRINTING • BINDING • MAILING

P.O. Box 590
100 N. Pearl Street
Astoria, Illinois 61501

1-800-344-0819

Voice (309) 329-2151 • Fax (309) 329-2344

REFERENCES

Shelby McDonald
Waukegan Park District
2000 Belvidere Road
Waukegan, Illinois 60085
smcdonald@waukeganparks.org

(847) 360-4726

Tina O'Connell
Darien Park District
7301 Fairview Avenue
Darien, Illinois 60561
woconnell@darienparks.com

(630) 789-666

Bonnie Caputo
Village of Lake Zurich
200 South Rand Road
Lake Zurich, Illinois 60047
woconnell@darienparks.com

(847) 438-5146 x3

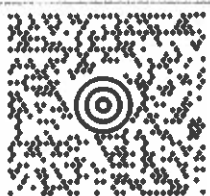
Scaled Bid: #MH ITB-1067
Printing and Mailing of City Recreation Brochure/Newsletter
Attention: City Clerk's Office
Due: 11am Tuesday, May 23, 2023 (EST)

MAILING / SHIPPING
(309) 329-2151
KK STEVENS PUBLISHING CO
100 N PEARL STREET
ASTORIA IL 61501

1 LBS

1 OF 1

SHIP TO:
CITY CLERK'S OFFICE
MADISON HEIGHTS
300 WEST 13 MILE RD
MADISON HEIGHTS MI 48071-1853



MI 480 9-05



UPS GROUND

TRACKING #: 1Z 622 035 03 7215 4174



BILLING: P/P

REF 1: BID

HS 26 0.6

LP2844 18 01 04/202

Received on

MAY 19 2023

at 2:02 pm



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