

FIRST READING: 4.24.17
SECOND READING: 5.8.17
THIRD READING: 5.22.17

ORDINANCE NO. 29-17

BY: JOHN B. SHEPHERD

AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SAFETY-SERVICE TO AGREE TO RENEW A CONTRACT FOR ONE (1) YEAR THE PURCHASE PRINTING SERVICES FOR THE CITY OF ROCKY RIVER FROM ADMIRAL PRODUCTS, INC. AS FURTHER DESCRIBED IN EXHIBIT "A"

WHEREAS: in 2014 the Director of Public Safety-Service of the City of Rocky River advertised for bids for the purchase of printing services for two (2) years with an option to renew for one (1) year for the City of Rocky River; and

WHEREAS: pursuant to ordinance 21-14 City Council had determined that it was in the best interest of the City of Rocky River to accept the bid for the purchase of said printing services from Admiral Products, Inc., 4101 West 150th St., Cleveland, OH 44135-1303 for two (2) years in 2014, with an option to renew for an additional one year at the pricing stated in Exhibit "A". In Ordinance 25-16 City Council exercised its option to renew. City Council now determines that it is in the best interest of the City to renew the terms and conditions of this bid for one (1) year.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ROCKY RIVER, COUNTY OF CUYAHOGA, STATE OF OHIO:

SECTION 1. That the Director of Public Safety-Service is hereby authorized to purchase printing services from Admiral Products, Inc., 4101 West 150th St., Cleveland, OH 44135-1303 and this contract includes an option for renewal on an annual basis at the pricing stated in the attached Exhibit "A".

SECTION 2. That funds for the purchase of printing items shall be paid from the Operating Expenses of various departments of the following Funds: General Fund, Law Enforcement Trust, Community Diversion Program, Enforcement & Education, Municipal Probation Services, Senior Center, Marine Patrol, Refuse & Recycling, Sanitary Sewer, Street Construction M & R, Recreation Center, Municipal Court Computer "A", Municipal Court Computer "B", WWTP Utility, WWTP Capital.

PASSED: May 22nd, 2017

James W. Moran
JAMES W. MORAN
President of Council

PRESENTED

TO MAYOR: May 22nd, 2017 APPROVED: May 22nd, 2017

ATTEST:

Susan G. Pease
SUSAN G. PEASE
Clerk of Council

Pamela E. Bobst
PAMELA E. BOBST
Mayor

It is hereby certified that the amount required for the execution of this Ordinance has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in the process of collection to the credit of the funds described herein free from any obligation or certification now outstanding.

Michael Thomas
City of Rocky River } ss
County of Cuyahoga }

MICHAEL THOMAS, CPA
Director of Finance

THE UNDERSIGNED CLERK OF THE COUNCIL OF THE CITY OF ROCKY RIVER, OHIO DOES HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF ORDINANCE NO. 29-17 ADOPTED BY THE COUNCIL OF SAID CITY ON THE 22nd DAY OF May, 20 17 THAT THE PUBLICATION OF SUCH ORDINANCE HAS BEEN MADE AND CERTIFIED OF RECORD ACCORDING TO LAW; THAT NO PROCEEDINGS LOOKING TO A REFERENDUM UPON SUCH ORDINANCE HAVE BEEN TAKEN; THAT SUCH ORDINANCE AND THE CERTIFICATE OF PUBLICATION THEREOF, ARE OF RECORD IN ORDINANCE RECORD NO. 29-17

I, the undersigned clerk of council of the city of Rocky River, State of Ohio, do hereby certify that publication of the foregoing ordinance was duly made by posting a true copy thereof in the lobby of the Rocky River City Hall, in accordance with the charter of Rocky River, commencing on the 22nd day of May, 20 17.

Susan G. Pease
Clerk of Council of the City of Rocky River, Ohio

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY NAME AND AFFIXED MY OFFICIAL SEAL THIS 22nd DAY OF May, 20 17.

Aaron G. Pease
CLERK OF COUNCIL OF THE CITY OF ROCKY RIVER, OHIO

Item	Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price
5 Senior Center Brochure (Transportation)	8.5 x 11	2	no	1	1 blk / red	2 fold Glass Text or comparable	1,000	\$ 150.00
6 Coupon Books (Rec.)	4.25 x 2.75	1		5	5 blk	Colored stock 3 of 4 sheets perforated Front & back cover higher stock	500	\$ 210.00
LETTERHEAD, BUSINESS CARDS & ENVELOPES								
7 Business Cards	2x3.5	1	no	1	1 blue	White 65# Cover 1 main format - different versions w/ approximately 500 per order Courts have different formats with multiple versions possible	500	\$ 32.00
8 Court Appearance Business Cards	2x3.5	1	no	1	1 blk	White 65# Cover	1,500	\$ 90.00
9 Court Appointment Business Cards	2x3.5	1	no	1	1 blk	White 65# Cover 2 versions	2,000	\$ 120.00
ENVELOPES								
Special Note: All MAILING envelopes have return address printed only (no art)								
10 City Envelope	#10 regular	1	no	1	1 blue	White 24# Wove	35,000	\$ 1083.00
11 City Envelope	#10 window Blue Security Tin	1	no	1	1 blue	White 24# Wove	25,000	\$ 865.00
12 Judge Envelope	#10 regular	1	no	1	1 blk	White 24# Wove	500	\$ 82.00
13 Multi Court Envelope	#10 regular	1	no	1	1 blk	White 24# Wove	10,000	\$ 506.00
14 Probation Dept. Envelope	#10 regular	1	no	1	1 blk	White 24# Wove	2,000	\$ 114.00
15 Assignment Comm. Envelope	#10 regular	1	no	1	1 blk	White 24# Wove	2,500	\$ 141.00
16 Assignment Comm. Envelope	#10 window	1	no	1	1 blk	White 24# Wove	2,500	\$ 146.00
17 CRA Envelope	4.5x10.375 No Gum	1	no	1	1 blk/red	Canary 38# Envelope acts as Court file	2,000	\$ 975.00
18 CRA Envelope	4.5x10.375 No Gum	1	no	1	1 blk/red	Gray 28# Envelope Acts as Court File	4,000	\$ 1300.00
Special Notes:								

Item	Size	# of Slides	Pad	Parts	Ink	Stock Description	Quantity	Price
19 TRC Envelope Special Notes:	5x10.375x1 No Gum 5" Flaps 3 Scores	1 no	1 no	1 blk		Green 28# Expansion Envelope w/ Safety Fold Acts as Court File	2,500	\$ 1625.00
20 Civil / Act of Execution Envelope	10 x 12	1 no	1 no	1 blk		White 28# Custom envelope Sealed sides/acts as court file	5,000	\$ 1035.00
21 TRD Envelope Special Notes:	4.5x10.375 No Gum, 5" flaps, 3 Scores	1 no	1 no	1 blk		Buff 28# Court Envelope acts as Court file	30,000	\$ 3825.00
22 Violation Remit Envelope	#9 Remit envelope	1 no	1 no	1 blk		Blue 24# Wove, Single Tab Long tail w/ perforation off bottom	30,000	\$ 6050.00

Item	Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price
LETTERHEAD, MISC. PADS, CARDS								
23 City Letterhead	8.5x11	1 no	1 no	1 blk / blue	24# 25% White Cotton Bond		25,000	\$ 1250.00
Special Notes	Minimum recycled content Laser stock & ink cells 500 ea. Ordered in 500 count increments							
24 Criminal Branch CRA Card	4.25x 10	2 no	2 no	1 blk	Fraser Brights Gold 65# Cover		2,000	100.00
25 Criminal Branch TRC Card	4.25x10	2 no	2 no	1 blk/red	Green 100# Index		2,000	100.00
26 Truck Scale Ticket WWTP	4.25x7	1 no	1 no	3 blk	White / Pink / Yellow Carbonless all parts 24#		2,500	\$325.00
27 Complaint Form	5.5 x 8.5	1 no	1 no	2 blk	White / Yellow Carbonless all parts 24#		2,500	165.00
28 Infant to Build Sign	11x13-7/8	1 no	1 no	1 blk	White Old Matte Cover 100#		1,000	225.00
29 Refugee Pick-Up Schedule	6 x 9	2 no	2 no	1 4	White 60# Coated 4c Text		10,000	2100.00
	Carrier route sorted / include all mailing, postage costs in price			prepares & bulk mail				
30 Birthday Post Card (Senior Center)	4.25 x 5.5	2 no	2 no	1 blue	67# Vellum Bristol Sent as a postcard		2,500	\$ 437.00
31 Skate Rental Pass	3.25 x 2	1 no	1 no	1 blk	Card stock / bright color		2,000	53.00
32 Learner's Pass (Rec)	2.25 x 2	1 no	1 no	1 blk	Colored card stock		3,000	78.00
33 Skate Sharpening Tickets	5.5 x 2.75	1 no	1 no	1 blk	Colored card stock Perforated		500	30.00
					Hole punched at top			
34 Court Journal Entry Pad Special note: 4 parts	8.5 x 11	1 yes	1 yes	4 blk	White / Canary / Pink/Gold Carbonless All parts 24#		3,000	\$ 260.00
35 Requisition Form (Purchase Order) under \$500	7 x 8.5	1 yes	1 yes	3 blk	White / Canary / Pink Carbonless All parts 24#		10,000	\$850.00
36 Requisition Form (Purchase Order) over \$500	8.5 x 11	1 yes	1 yes	3 blk	White / Canary / Pink Carbonless All parts 24#		10,000	\$850.00

Item	Size	# of Sides	Red	Parts	Link	Stock Description	Quantity	Price
37 Statement of Claim (Court)	8.5 x 11	2	yes	4	blk	White/Canary/Pink/Gold Carbonless	3,000	\$ 710.00
Special Note: Part #4 prints 2 sided								
38 Street Repair Form	5.5 x 8.5	1	yes	2	blk	White / Canary Carbonless all parts 24#	500	95.00
39 Business Reply Card	4 x 5.5	2	no	1	blk	Yellow 67# Vellum Bristol One price for both versions	1,000	\$ 110.00
2 versions: Garnishments & Request for Hearing								
40 Verdict (form)	7.5 x 10	2	no	1	blk	White 60# offset	200	25.00
41 Bicycle License	1.4375x3.875	1	no	1	blk	Consecutive numbers, Square cut back all See sample for paper type	500	315.00
42 Field Sobriety Test	3.25 x 5.25	2	no	26	blk	Text: White 20# Bond Cover: Gray 67# Vellum Bristol	30	100.00
43 Police Impound Sticker	4.25 x 5.5	1	no	1	blk	"Vermilion" red see sample for Paper type and color	2,000	115.00
44 Police Junior Officer Sticker	3.0625 x 2.275	1	no	1	blk	Gold sticker on roll	1,000	370.00
45 Approved Sticker Building Department	4 x 2	1	no	1	blk	Bright orange sticker Square cut back all - see Sample for paper & color	500	115.00
TOTAL FOR BID								\$ 32,192

BID SHEET ENDS HERE. TOTAL ITEMS 1 - 46 FOR BID PAGE

2012/12/15
hand

Item	Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price
DO NOT INCLUDE THESE WITH YOUR BID TOTAL THE CITY WOULD LIKE YOU TO LIST YOUR PRICING FOR THE FOLLOWING ITEMS.								
Misc. Flyers (Rec.)	8.5 x 11	1 no		1 blk		20# paper / various colors "slip sheet" inserted every 25th (for City to distribute by groups of 25) Price each quantity orders can be up to 7,000	500 w/ business fold	\$750.00
Misc. Flyers (Rec.)	8.5 x 11	2 no		1 blk		20# paper / various colors "slip sheet" inserted every 25th (for City to distribute by groups of 25) Price each quantity orders can be up to 7,000	500	\$50.00