

FIRST READING: 4.23.18
SECOND READING: 5.14.18
THIRD READING: 5.29.18

ORDINANCE NO. 23-18

BY: JOHN B. SHEPHERD

AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SAFETY-SERVICE 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 a specification to renew for one (1) year; 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, which bid included an offer for the City to make annual renewals of this contract upon no increases in price as quoted in Exhibit "A". In Ordinances 25-16 and 29-17 City Council approved annual renewals of the agreement.

WHEREAS: City Council now determines that it is in the best interest of the City to renew the terms and conditions of this agreement for and additional 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 for an additional year with no increases with the pricing stated in the contract 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 29th, 2018


JAMES W. MORAN
President of Council

PRESENTED

TO MAYOR: May 29th, 2018

APPROVED: May 29th, 2018

ATTEST:


SUSAN G. PEASE
Clerk of Council


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, CPA
Director of Finance

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 29th day of May, 2018.


Clerk of Council of the City of Rocky River, Ohio

City of Rocky River } ss
County of Cuyahoga }

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. 23-18 ADOPTED BY THE COUNCIL OF SAID CITY
ON THE 24th DAY OF May, 20 18 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. 23-18

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED
MY NAME AND AFFIXED MY OFFICIAL SEAL THIS 24th DAY OF
May, 20 18.

Angela G. Pless
CLERK OF COUNCIL OF THE CITY OF ROCKY RIVER, OHIO

Rocky River to wit to Clerk of the City of Rocky River Ohio
the undersigned clerk of council of the city of Rocky River
and to attest that the foregoing ordinance was duly adopted by the
Council of the City of Rocky River Ohio on the 24th day of May
1898 in the City of Rocky River Ohio and to attest that the
foregoing ordinance was duly adopted by the Council of the City
of Rocky River Ohio on the 24th day of May 1898 in the City
of Rocky River Ohio and to attest that the foregoing ordinance
was duly adopted by the Council of the City of Rocky River Ohio
on the 24th day of May 1898 in the City of Rocky River Ohio

City of Council of the City of Rocky River Ohio

CITY OF ROCKY RIVER PRINTING SPECIFICATIONS							Stock Description	Quantity	Price Per Issue Price
Item	Size	# of Sides	Pad	Parts	Ink				
1 The Quill	9.5x11	2	no	4	Process	White #60 Offset Sopanset Opague		1,600 each mailing MONTHLY	\$1235.00
Monthly publication with time sensitive schedules - deliveries to be prompt! Photographs must be of quality and clarity of sample available for inspection. Desk Top Publishing Involved: Microsoft Publisher or similar software. Short lead time with possible 4 day turn around time Must produce high resolution, digital proof 8 pages (and two issues per year have 12 pages) Monthly insert with specifications on a monthly basis (eg. Varying stock, etc.) Finished pieces folded to 5.5 x 8.5 with insert Possible bulk mailing requirements									
2 Sewer Billing	8.5x11	2	no		Blue/Black Process	White 20# paper		7,000 each mailing QUARTERLY	\$1495.00
Quarterly Background 1 over 1 Print, fold and insert in #10 window envelope (include envelope in cost with postage imprint) Inkjet / Presson and delivery to Post Office (all costs to be included in price) Use City-supplied data base - CMt bill data file FIVE (5) day turn around from receipt of data base to delivery to Post Office									
3 Brochures/Books	11x17	2	no	9	4-2 Cover, White 60# Coated Cover 4c - Text 50# White Offset			3 printings/year 1,500 each printing Per issue price	\$2350.00
Special Notes: Collate, Fold, Stapled & Face Trim Recreation Department to provide camera ready copy electronically Printer to provide CD for City's website copy Copy produced in MS Publisher and/or MS Word City will provide 1 hard copy of brochure showing color separations & screens Necessary to prepare bulk mailing to all Rocky River residences (see instructions above) Dated material requires 5-10 day turn around 28 pages and cover (see charge for additional pages) Delivery to City of Rocky River Recreation Center Book bound Front cover printer one color, back cover blank on colored card stock Deliver 5-7 days from artwork delivery									
4 Gas Show Booklet	5.5x8.5	2	no	2	blk	Text: White 20# bond Cover: 60# Bright hue		1,200	\$175.00
Special Notes: Collate, Fold Saddle stitch & face trim									

Item	Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price
5 Senior Center Brochure (Transportation)	8.5 x 11		2 no		1 blk / red	2 fold Gloss Text or comparable	1,000	\$ 750.00
6 Coupon Books (Rec)	4.25 x 2.75	1		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 blue	White 65# Cover 1 main format - different versions w/ approximately 500 per order Courts have different formats with multiple versions possible	500	\$ 37.00
8 Court Appearance Business Cards	2x3.5		1 no		1 blk	White 65# Cover	1,500	\$ 90.00
9 Court Appointment Business Cards	2x3.5		1 no		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 blue	White 24# Wove	36,000	\$ 7083.00
11 City Envelope	#10 window Blue Security Tint		1 no		1 blue	White 24# Wove	25,000	\$ 865.00
12 Judge Envelope	#10 regular		1 no		1 blk	White 24# Wove	500	\$ 82.00
13 Mount Court Envelope	#10 regular		1 no		1 blk	White 24# Wove	10,000	\$ 506.00
14 Probation Dept. Envelope	#10 regular		1 no		1 blk	White 24# Wove	2,000	\$ 114.00
15 Assignment Comm. Envelope	#10 regular		1 no		1 blk	White 24# Wove	2,600	\$ 191.00
16 Assignment Comm. Envelope	#10 window		1 no		1 blk	White 24# Wove	2,500	\$ 146.00
17 CRA Envelope Special Notes	4.5x10.375 No Gum		1 no		1 blk/red	Canary 38# Envelope acts as Court file	2,000	\$ 975.00
18 CRB Envelope Special Notes	4.5x10.375 No Gum		1 no		1 blk/red	Gray 28# Envelope Acts as Court File	4,000	\$ 1320.00

Item	Size	# of Sides	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 bk	1 bk	Green 28# Expansion Envelope w/ Safety Fold Acts as Court File	2,500	\$ 1675.00
20 Civil / Aid of Execution Envelope	10 x 12	1 no	1 no	1 bk	1 bk	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 bk	1 bk	Buff 28# Court Envelope acts as Court file	30,000	\$ 3825.00
22 Violation Remit Envelope	6 1/2 Remit envelope	1 no	1 no	1 bk	1 bk	Blue 24# Wove, Single Tab Long tail w/ perforation off bottom	30,000	\$ 6050.00

Item	Size	# of	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 & inks Call to 500 ea. Ordered in 500 count increments							
24 Criminal Branch CRA Card	4.25x10	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 WMTP	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	100.00
28 Intent to Build Sign	11x13-7/8	1 no	1 no	1 blk	White Cid Matto Cover 100#		1,000	275.00
29 Refugee Pick-Up Schedule	6 x 9	2 no	2 no	1 blk	White 60# Coated 40 - Text		10,500	2100.00
30 Birthday Post Card (Senior Center)	4.25 x 5.5	2 no	2 no	1 blk	67# Vellum Bristol Sent as a postcard		2,500	\$437.00
31 State 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 State Sharpening Tickets	5.5 x 2.75	1 no	1 no	1 blk	Colored card stock Perforated Hole punched at top		500	30.00
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	Paid	Parts	Ink	Stock Description	Quantity	Price
37 Statement of Claim (Court) Special Note: Part #4 prints 2 sided	8.5 x 11	2	yes	4	blk	White/Canary/Pink/Gold Carbonless All parts 24#	3,000	\$ 710.00
38 Steel Repair Form	5.5 x 8.5	1	yes	2	blk	White / Canary Carbonless all parts 24#	500	75.00
39 Business Reply Card 2 versions: Garnishments & Request for Hearing	4 x 5.5	2	no	1	blk	Yellow 67# Vellum Bristol One price for both versions	1,000	\$ 110.00
40 Verdict (form)	7.5 x 10	2	no	1	blk	White 60# offset	200	25.00
41 Bicycle License Sticker	1.4375x3.875	1	no	1	blk	Consecutive numbers Squares 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 2.375	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 Squares cut back all - see Sample for paper & color	500	115.00
TOTAL FOR BID								\$ 32,192

BID SHEET ENDS HERE. TOTAL ITEMS 1 - 45 FOR BID PAGE

Hand
over 50/70

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.								
Mac 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	\$75.00
Mac 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