

FIRST READING: 5.28.19  
SECOND READING: 6.10.19  
THIRD READING: 6.24.19

ORDINANCE NO. 40-19

BY: JOHN B. SHEPHERD

AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SAFETY-SERVICE TO RENEW A CONTRACT FOR ONE (1) YEAR FOR THE PURCHASE OF 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 on an annual basis, upon agreement of the parties; 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, 29-17 and 23-18 City Council approved annual renewals of the agreement.

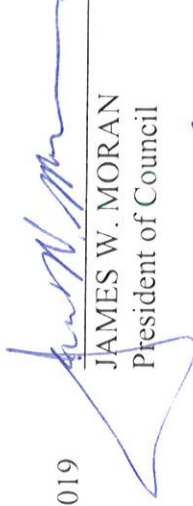
**WHEREAS:** City Council now determines that it is in the best interest of the City to renew the terms and conditions of this agreement for and additional year.

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: June 24<sup>th</sup>, 2019

  
JAMES W. MORAN  
President of Council

PRESENTED

TO MAYOR: June 24<sup>th</sup>, 2019

APPROVED: June 24<sup>th</sup>, 2019

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 24<sup>th</sup> day of June, 2019.

  
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. 40-19 ADOPTED BY THE COUNCIL OF SAID CITY  
ON THE 24<sup>th</sup> DAY OF June, 20 19 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. 40-19

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED  
MY NAME AND AFFIXED MY OFFICIAL SEAL THIS 24<sup>th</sup> DAY OF  
June, 20 19.

James L. Blase  
CLERK OF COUNCIL OF THE CITY OF ROCKY RIVER, OHIO

the day of \_\_\_\_\_, 20\_\_\_\_,  
according with the office of Rocky River Commission on  
the 24<sup>th</sup> day of the month of June, 2019, in  
presence of witnesses who were duly sworn and the copy  
given to them for their use and for the purpose of the  
the publication of the City of Rocky River.

| CITY OF ROCKY RIVER PRINTING SPECIFICATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |            |                                                              |                                            |                                     |          |                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|--------------------------------------------------------------|--------------------------------------------|-------------------------------------|----------|---------------------------|
| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Size    | # of Sides | Pad                                                          | Ink                                        | Stock Description                   | Quantity | Price                     |
| 1 The Quill                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 8.5x11  | 2/no       | 4 Process                                                    | White #90 Offset                           | 1,500 each mailing MONTHLY          |          | Per issue price \$1255.00 |
| Special Notes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |            |                                                              |                                            |                                     |          |                           |
| Monthly publication with five sensitive schedules - delivered to be printed. Photographs must be of quality and clarity of sample available for inspection. Desk Top Publishing Involves: Microsoft Publisher or similar software. Short lead time with possible 4 day turn around time. Most products have resolution, digital proof. 9 pages (and two issues per year have 12 pages). Monthly insert with specifications on a monthly basis (ex. Varying stock, etc). Printed please added to 3.5 x 8.5 with insert. Possible bulk mailing requirements.                                                                                                     |         |            |                                                              |                                            |                                     |          |                           |
| 2 Server Billing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 8.5x11  | 2/no       | Blue/Black Process                                           | White 20# paper                            | 7,000 each mailing QUARTERLY        |          | Per issue price \$1485.00 |
| Special Notes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |            |                                                              |                                            |                                     |          |                           |
| Quantity Background 1 over 1. First, fold and insert in \$10 window envelopes. Includes envelopes in cost with postage (insert). Paper / Product and delivery to Post Office (all costs to be included in price). Use City-supplied data base - Out bill data base. FIVE (5) day turn around from receipt of data base to delivery to post office.                                                                                                                                                                                                                                                                                                             |         |            |                                                              |                                            |                                     |          |                           |
| 3 Brochure/Booklet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 11x17   | 2/no       | 4-2 Color, White 80# Coated Cover 4c - Text 50# White Offset |                                            | 1,500 each printing Per issue price |          |                           |
| Special Notes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |            |                                                              |                                            |                                     |          |                           |
| Colors, 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 & strikers. Necessary to prepare bulk mailing to all Rocky River residences (see instructions above). Dated material requires 5-10 day turn around. 20 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 black on colored card stock. Deliver 5-7 days from artwork delivery. |         |            |                                                              |                                            |                                     |          |                           |
| 4 Ice Show Booklet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 5.5x8.5 | 2/no       | 2/ink                                                        | Text White 20# bond Coated 60# Bright blue | 1,200                               |          | \$125.00                  |
| Special Notes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |            |                                                              |                                            |                                     |          |                           |
| Colors, Fold. Seaddle edge & face trim.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |            |                                                              |                                            |                                     |          |                           |

| Item                                                                          | Size                            | # of<br>Sides | Per<br>Part | Int | Stock Description                                                                                                                                     | Quantity | Price      |
|-------------------------------------------------------------------------------|---------------------------------|---------------|-------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|
| 5 Senior Center<br>Brochure (Transposition)                                   | 8.5 x 11                        | 2 no          | 1 blk / red |     | 2 fold<br>Greens Text or comparable                                                                                                                   | 1,000    | \$ 750.00  |
| 6 Coupon Books (Rec)                                                          | 4.25 x 2.75                     | 1             | 5 blk       |     | Colored stock<br>3 of 4 sheets perforated<br>Front & back cover higher stock                                                                          | 600      | \$ 210.00  |
| LETTERHEAD, BUSINESS CARDS & ENVELOPES                                        |                                 |               |             |     |                                                                                                                                                       |          |            |
| 7 Business Cards                                                              | 2x3.5                           | 1 no          | 1 blue      |     | White 65# Cover<br>1 main format - different versions w/ approximately 500 per order<br>Courts have different formats with multiple versions possible | 500      | \$ 32.00   |
| 8 Court Appearance<br>Business Cards                                          | 2x3.5                           | 1 no          | 1 blk       |     | White 65# Cover                                                                                                                                       | 1,500    | \$ 90.00   |
| 9 Court Appointment<br>Business Cards                                         | 2x3.5                           | 1 no          | 1 blk       |     | White 65# Cover<br>2 variations                                                                                                                       | 2,000    | \$ 120.00  |
| ENVELOPES                                                                     |                                 |               |             |     |                                                                                                                                                       |          |            |
| Special Note: All MAILING envelopes have return address printed only (no opt) |                                 |               |             |     |                                                                                                                                                       |          |            |
| 10 City Envelope                                                              | #10 regular                     | 1 no          | 1 blue      |     | White 24# Wove                                                                                                                                        | 36,000   | \$ 7083.00 |
| 11 City Envelope                                                              | #10 window<br>Blue Security Ink | 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 Multi Court Envelope                                                       | #10 regular                     | 1 no          | 1 blk       |     | White 24# Wove                                                                                                                                        | 10,000   | \$ 506.00  |
| 14 Probation Envelope                                                         | #10 regular                     | 1 no          | 1 blk       |     | White 24# Wove                                                                                                                                        | 2,000    | \$ 114.00  |
| 15 Assignment Court<br>Envelope                                               | #10 regular                     | 1 no          | 1 blk       |     | White 24# Wove                                                                                                                                        | 2,500    | \$ 141.00  |
| 16 Assignment Court<br>Envelope                                               | #10 window                      | 1 no          | 1 blk       |     | White 24# Wove                                                                                                                                        | 2,500    | \$ 146.00  |
| 17 CRA Envelope                                                               | 4.5x10.375<br>No Gum            | 1 no          | 1 blk/red   |     | Clean 36#<br>Envelope add as Court file                                                                                                               | 2,000    | \$ 975.00  |
| 18 CRB Envelope                                                               | 4.5x10.375<br>No Gum            | 1 no          | 1 blk/red   |     | Gray 28#<br>Envelope<br>Add as Court file                                                                                                             | 4,000    | \$ 1300.00 |
| Special Note:                                                                 |                                 |               |             |     |                                                                                                                                                       |          |            |

| Item                                  | Size                                        | # of Sides | Prod. No. | Parts | Unit  | Stock Description                                                                       | Quantity | Price       |
|---------------------------------------|---------------------------------------------|------------|-----------|-------|-------|-----------------------------------------------------------------------------------------|----------|-------------|
| 19 TRC Envelope<br>Special Notes:     | 5x10.375x1<br>No Gum<br>5 Flaps<br>3 Scores |            | 1 no      |       | 1 box | Stock Description<br>Green 268 Envelope<br>Envelope w/ Safety Pad<br>Acts as Court File | 2,000    | \$ 16.28.00 |
| 20 Civil Aid of Execution<br>Envelope | 10 X 12                                     |            | 1 no      |       | 1 box | White 268 Custom envelope<br>Sashed schedule as court file                              | 5,000    | \$ 10.35.00 |
| 21 TRD Envelope<br>Special Notes:     | 4.5x10.375<br>No Gum, 5 Flaps, 3 Scores     |            | 1 no      |       | 1 box | Buff 268 Court<br>Envelope sds as Court file                                            | 30,000   | \$ 38.75.00 |
| 22 Visitation Permit<br>Envelope      | 8 1/2 Remil<br>envelope                     |            | 1 no      |       | 1 box | Blue 268 Wove, Single Tab<br>Long tail w/ perforation off<br>bottom                     | 30,000   | \$ 60.50.00 |

| Item                          | Size                                                             | # of Sides | Pad | Parts | Ink          | Stock Description            | Quantity | Price     |
|-------------------------------|------------------------------------------------------------------|------------|-----|-------|--------------|------------------------------|----------|-----------|
| LETTERHEAD, MISC. PADS, CARDS |                                                                  |            |     |       |              |                              |          |           |
| 23 City Letterhead            | 8.5x11                                                           | 1 no       |     |       | 1 blk / blue | 24# 25%                      | 25,000   | \$1250.00 |
| Special Notes                 |                                                                  |            |     |       |              |                              |          |           |
|                               | Aluminum recycled content                                        |            |     |       |              | White Cotton Bond            |          |           |
|                               | Letter stock & plus                                              |            |     |       |              |                              |          |           |
|                               | cells \$50 ea. Ordered in 500 count increments                   |            |     |       |              |                              |          |           |
| 24 Criminal Branch            | 4.25x10                                                          | 2 no       |     |       | 1 blk        | Praser Brights Gold \$5#     | 2,000    | 100.00    |
|                               | CRA Card                                                         |            |     |       |              | Cover                        |          |           |
| 25 Criminal Branch            | 4.25x10                                                          | 2 no       |     |       | 1 blk        | Green 100# Index             | 2,000    | 100.00    |
|                               | TRC Card                                                         |            |     |       |              |                              |          |           |
| 26 Truck Scale Ticket         | 4.25x7                                                           | 1 no       |     |       | 3 blk        | White / Pink / Yellow        | 2,500    | \$325.00  |
|                               | WWTP                                                             |            |     |       |              | Carbonless all parts 24#     |          |           |
| 27 Complaint Form             | 5.5 x 8.5                                                        | 1 no       |     |       | 2 blk        | White / Yellow               | 2,500    | 100.00    |
|                               |                                                                  |            |     |       |              | Carbonless all parts 24#     |          |           |
| 28 Report to B&H S&T          | 11x13-7/8                                                        | 1 no       |     |       | 1 blk        | White / Old Mains Cover 100# | 1,000    | 225.00    |
| 29 Routine Pick-Up Schedule   | 8 x 9                                                            | 2 no       |     |       | 1 blk        | White 50#                    | 10,000   | 220.00    |
|                               |                                                                  |            |     |       |              | Coated 40# Fed               |          |           |
|                               | Carrier route sorted / include at mailing postage costs in price |            |     |       |              |                              |          |           |
| 30 Birthday Post Card         | 4.25 x 6.5                                                       | 2 no       |     |       | 1 blk        | 87# Valium Beige             | 2,500    | \$437.00  |
|                               | (Senior Center)                                                  |            |     |       |              | Sent as a postcard           |          |           |
| 31 State Rental Pass          | 3.25 x 2                                                         | 1 no       |     |       | 1 blk        | Card stock / bright color    | 2,000    | 55.00     |
| 32 Learner's Pass (Rsc)       | 2.25 x 2                                                         | 1 no       |     |       | 1 blk        | Colored card stock           | 3,000    | 78.00     |
| 33 State Shipment Tickets     | 5.5 x 2.75                                                       | 1 no       |     |       | 1 blk        | Colored card stock           | 500      | 30.00     |
|                               |                                                                  |            |     |       |              | Perforated                   |          |           |
|                               |                                                                  |            |     |       |              | Hole punched at top          |          |           |
| 34 Court Journal Entry Pad    | 8.5 x 11                                                         | 1 yes      |     |       | 4 blk        | White / Canary / PhotoGard   | 3,000    | \$260.00  |
|                               | Spools 100# 4 parts                                              |            |     |       |              | Carbonless                   |          |           |
|                               |                                                                  |            |     |       |              | All parts 24#                |          |           |
| 35 Regulation Form            | 7 x 8.5                                                          | 1 yes      |     |       | 3 blk        | White / Canary / Pink        | 10,000   | \$850.00  |
|                               | (Purchase Order)                                                 |            |     |       |              | Carbonless                   |          |           |
|                               | under \$500                                                      |            |     |       |              | All parts 24#                |          |           |
| 36 Regulation Form            | 8.5 x 11                                                         | 1 yes      |     |       | 3 blk        | White / Canary / Pink        | 10,000   | \$850.00  |
|                               | (Purchase Order)                                                 |            |     |       |              | Carbonless                   |          |           |
|                               | over \$500                                                       |            |     |       |              | All parts 24#                |          |           |

| Item                                    | Size           | # of Sides | Paid | Parts  | Ink    | Stock Description                                                               | Quantity      | Price    |
|-----------------------------------------|----------------|------------|------|--------|--------|---------------------------------------------------------------------------------|---------------|----------|
| 37 Statement of Claim (Court)           | 3.5 x 11       | 2          | yes  | 1 pk   | 4 pk   | White/Grey/Red/Gold<br>Carbonless<br>All Parts 24s                              | 3,000         | \$170.00 |
| 38 Street Repair Form                   | 5.5 x 8.5      | 1          | yes  | 2 pk   | 2 pk   | White / Grey<br>Carbonless all parts 24s                                        | 500           | 95.00    |
| 39 Business Reply Card                  | 4 x 5.5        | 2          | no   | 1 pk   | 1 pk   | Yellow 67% Vellum Bristol<br>One price for both versions                        | 1,000         | \$110.00 |
| 40 Verdict (form)                       | 7.5 x 10       | 2          | no   | 1 pk   | 1 pk   | White 60% offset                                                                | 200           | 25.00    |
| 41 Bicycle License Sticker              | 1.4375x0.375   | 1          | no   | 1 pk   | 1 pk   | Consecutive numbers<br>Square cut back side<br>See sample for paper type        | 500           | 315.00   |
| 42 Field Sobriety Test                  | 3.25 x 5.25    | 2          | no   | 25 bix | 25 bix | Test: White 20% Bond<br>Cover: Gray 67% Vellum Bristol                          | 30            | 100.00   |
| 43 Police Impound Sticker               | 4.25 x 5.5     | 1          | no   | 1 pk   | 1 pk   | Vermilion red see sample for<br>Paper type and color                            | 2,000         | 115.00   |
| 44 Police Junior Officer Sticker        | 3.0625 x 2.275 | 1          | no   | 1 pk   | 1 pk   | Gold sticker on roll                                                            | 1,000         | 390.00   |
| 45 Approved Sticker Building Department | 4 x 2          | 1          | no   | 1 pk   | 1 pk   | Bright orange sticker<br>Square cut back side - see<br>Sample for paper & color | 500           | 115.00   |
| TOTAL ITEMS 1 - 45 FOR BID PAGE         |                |            |      |        |        |                                                                                 | TOTAL FOR BID | \$32,192 |

Hand  
2/21/20

| Item                                                                                                               | Qty      | # of Sides | Pad  | Paper | Ink | Stock Description                                                                                                                 | Quantity             | Price   |
|--------------------------------------------------------------------------------------------------------------------|----------|------------|------|-------|-----|-----------------------------------------------------------------------------------------------------------------------------------|----------------------|---------|
| DO NOT INCLUDE THESE WITH YOUR BID TOTAL.<br>THE CITY WOULD LIKE YOU TO LIST YOUR PRICING FOR THE FOLLOWING ITEMS. |          |            |      |       |     |                                                                                                                                   |                      |         |
| Mac. Flyers (Rec.)                                                                                                 | 8.5 x 11 | 1 no       | 1 no | 1 BK  |     | 20# paper / various colors                                                                                                        | 500 w/ business fold | \$75.00 |
|                                                                                                                    |          |            |      |       |     | "also at bid" inserted every 25th<br>(for City to distribute by groups<br>of 25) Price each quantity<br>orders can be up to 7,000 |                      |         |
| Mac. Flyers (Rec.)                                                                                                 | 8.5 x 11 | 2 no       | 2 no | 1 BK  |     | 20# paper / various colors                                                                                                        | 500                  | \$50.00 |
|                                                                                                                    |          |            |      |       |     | "also at bid" inserted every 25th<br>(for City to distribute by groups<br>of 25) Price each quantity<br>orders can be up to 7,000 |                      |         |