

FIRST READING: 7.13.20

SECOND READING: 7.20.20

THIRD READING: 7.27.20

ORDINANCE NO. 61-20

BY: JOHN B. SHEPHERD

AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR AND
SAFETY SERVICE DIRECTOR TO PURCHASE PRINTING SERVICES FOR
THE CITY OF ROCKY RIVER FROM ADMIRAL PRODUCTS, INC. FOR TWO
(2) YEARS

WHEREAS, the Safety Service Director of the City of Rocky River advertised for bids for the purchase of printing services for the City of Rocky River; and

WHEREAS, two (2) bids were received for the purchase of said services on July 10, 2020, copies of which are on file in the office of the Safety Service Director; and

WHEREAS, the Director of Safety Service determined it to be in the best interest of the City of Rocky River to accept the bid of Admiral Products, Inc., 4101 W. 150th Street, Cleveland, OH 44135-1303 for the purchase of said printing services for two (2) years at the pricing stated in the attached Exhibit "A".

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 Safety Service Director is hereby authorized to purchase printing services for the City of Rocky River for two (2) years from Admiral Products, Inc., 4101 W. 150th Street, Cleveland, OH 44135-1303 at the pricing stated in the attached Exhibit "A".

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

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of public peace, health and safety and for the further reason that said services are needed in the administration of the City, and, provided it receives the affirmative vote of two-thirds (2/3) of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: July 27th, 2020

James W. Moran
JAMES W. MORAN
President of Council

PRESENTED

TO THE MAYOR: July 27th, 2020 APPROVED: July 27th, 2020

TEST:

Susan G. Pease
SUSAN G. PEASE
Clerk of Council

Pamela E. Bobst
PAMELA E. BOBST
Mayor

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 27th day of July, 2020.

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

I hereby certify that the amount required for the execution of this Ordinance has been fully 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.

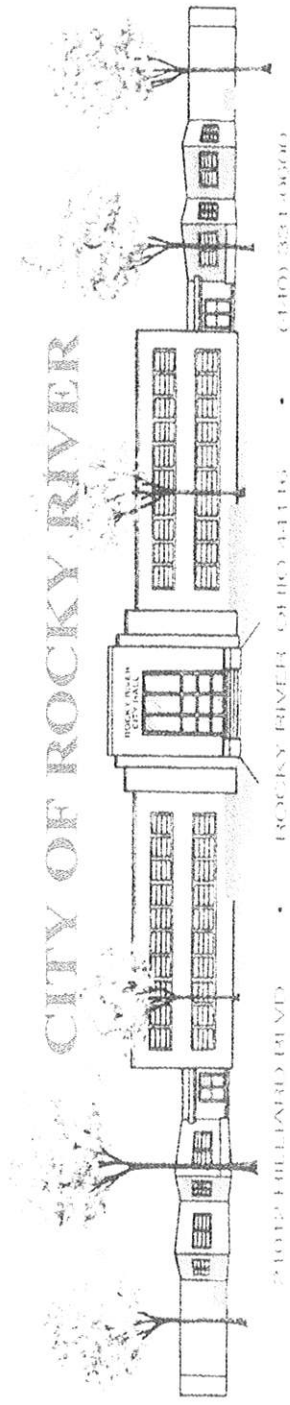
Hael Thomas
HAEL THOMAS, CPA, Director of Finance

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. 44-20 ADOPTED BY THE COUNCIL OF SAID CITY ON THE 27th DAY OF July, 2020 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. 44-20

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY NAME AND AFFIXED MY OFFICIAL SEAL THIS 27th DAY OF July, 2020.

Angela S. Plase
CLERK OF COUNCIL OF THE CITY OF ROCKY RIVER, OHIO



MEMO

TO: Mayor Bobst
FROM: Director of Public Safety-Service Snyder
DATE: July 10, 2020
RE: 2020 Printing Bid

CC: Finance Director Thomas

The City received two (2) bids on July 10, 2020, for the 2020 Printing Bid for the City of Rocky River.

<u>Contractor</u>	<u>Bid</u>	<u>Difference</u>
1. Minuteman Press	\$48,388.35 *	
2. Admiral Products, Inc.	\$51,811.50	\$3,423.15

Previous Contract Amount: \$32,192.00

*Indicates bid that is rejected due to vague estimates in regard to pricing on items within the bid specification.

Admiral Products, Inc. has held the printing contract for the City of Rocky River since 2014 and has maintained a high level of service. Additionally, they have completed all required forms and fields in the bid book as requested.

I recommend that the contract in the amount of \$51,811.50 be awarded to Admiral Products, Inc., 4101 West 150th Street, Cleveland, Ohio 44135, as being the lowest and best bid.

Rich Snyder
Director of Public Safety-Service

	A	B	C	D	E	F	G	H	I	J
1	City of Rocky River Item		Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price
3	1	The Quill	8.5x11	2	no	4	Process	White #60 Offset	1,600 each mailing	Per issue price: \$1,696.00
4	Special Notes:									
5	Monthly publication with time sensitive schedules - deliveries to be prompt									
6	Photographs must be of quality and clarity of sample available for inspection.									
7	Desk Top Publishing involved: Microsoft Publisher or similar software									
8	Short lead time with possible 4 day turn around time									
9	Must produce high resolution, digital proof									
10	8 pages (and two issues per year have 12 pages)									
11	Monthly insert with specifications on a monthly basis (eg. Varying stock, etc.)									
12	Finished pieces folded to 5.5 x 8.5 with insert									
13	Possible bulk mailing requirements									
14										
15										
16	2	Sewer Billing	8.50x11	2	no		Blue/Blk	White 20# paper - Perforated	7,000 each mailing	Per issue price: \$1,485.00
17	Quarterly									
18	Background 1 over 1									
19	Print, fold and insert in #10 window envelope (include envelope in cost with postage imprint)									
20	Inkjet / Presort and delivery to Post Office (all costs to be included in price)									
21	Use City-supplied data base - CMI bill data file									
22	FIVE (5) day turn around from receipt of data base to delivery to post office									
23										
24										
25	3	Brochures/Books	11x17	2	no	9		4-2 Cover: White 60#	1,500	each printing
26	Coated Cover 4c - Text 50#									
27	White Offset									
28	28 PAGE BOOK AND COVER: Gloss Text or comparable									
29	Special Notes:									
30	Collate, Fold, Stapled & Face Trim									
31	Recreation Department to provide camera ready copy electronically									
32	Printer to provide CD for City's website copy									
33	Copy produced in MS Publisher and/or MS Word									
34	City will provide 1 hard copy of brochure showing color separations & screens									
35	Necessary to prepare bulk mailing to all Rocky River residences (see instructions above)									
36	Dated material requires 5-10 day turn around									
37	28 pages and cover (see charge for additional pages)									
38	Delivery to City of Rocky River Recreation Center									
39	Book bound									
40	Front cover printer one color; back cover blank on colored card stock									
41	Deliver 5-7 days from artwork delivery									
42										
43	4	Coupon Books (Rec.)	4.25 x 2.75	1		5	blk	Colored stock	500	\$290.00
44	3 of 4 sheets perforated									
45	Front & back cover higher stock									
46										
47	LETTERHEAD, BUSINESS CARDS & ENVELOPES									

	A	B	C	D	E	F	G	H	I	J
1		City of Rocky River Item	Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price
48		5 Business Cards	2X3.5	1	no			White 65# Cover	500	\$ 32.00
49								1 main format - different versions w/ approximately 500 per order		
50								Courts have different formats with multiple versions possible		
51										
52		6 Court Appearance	2X3.5	1	no			White 65# Cover	1,500	\$ 90.00
53		Business Cards								
54										
55		7 Court Appointment	2X3.5	1	no			White 65# Cover	2,000	\$ 120.00
56		Business Cards						2 versions		
57										
58		ENVELOPES, MISC								
59		Special Note: All MAILING envelopes have return address printed only (no art)								
60		8 City Envelope	#10 regular	1	no			White 24# Wove	35,000	\$ 1,225.00
61										
62		9 City Envelope	#10 window	1	no			White 24# Wove	25,000	\$ 950.00
63			Blue Security Tint							
64										
65		10 City Envelope	#9 window	1	no			White 24# Wove	25,000	\$ 937.50
66			Blue Security Tint							
67										
68		11 Judge Envelope	#10 regular	1	no			White 24# Wove	500	\$ 97.00
69										
70		12 Muni Court Envelope	#10 regular	1	no			White 24# Wove	10,000	\$ 455.00
71										
72		13 Muni Court Envelope	#10 window	1	no			White 24# Wove	10,000	\$ 490.00
73										
74		14 Probation Dept.	#10 regular	1	no			White 24# Wove	2,000	\$ 140.00
75		Envelope								
76										
77		15 Assignment Comm.	#10 regular	1	no			White 24# Wove	2,500	\$ 175.00
78		Envelope								
79										
80		16 CRA Envelope	4.5x10.375	1	no			Canary 38#	2,000	\$ 1,280.00
81		Special Notes:	No Gum					Envelope acts as Court file		
82										
83		Criminal Branch	4.25x 10	2	no			Fraser Brights Gold 65#	2,000	\$ 278.00
84		CRA Card						Cover		
85										
86		17 CRB Envelope	4.5x10.375	1	no			Gray 28#	4,000	\$ 2,268.00
87		Special Notes:	No Gum					Envelope		
88								Acts as Court File		
89										
90										
91		18 TRC Envelope	5x10.375x1	1	no			Green 28# Expansion	2,500	\$ 4,000.00
92		Special Notes:	No Gum					Envelope w/ Safety Fold		
93			5" Flaps					Acts as Court File		
94			3 Scores							
95										

A	B	C	D	E	F	G	H	I	J
1	City of Rocky River Item	Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price
96	19 Criminal Branch	4.25x10	2	no		1 blk/red	Green 100# Index	2,000	\$ 278.00
97	TRC Card								
98									
99	20 Civil / Aid of Execution	10 x 12	1	no		1 blk	White 28# Custom envelope	5,000	\$ 1,125.00
100	Envelope						Sealed sides/acts as court file		
101									
102	21 TRD Envelope	4.5x10.375	1	no		1 blk	Buff 28# Court	30,000	\$ 6,750.00
103	Special Notes:	No Gum, 5" flaps, 3 Scores					Envelope acts as Court file		
104									
105	22 Violation Remit	#9 Remit	1	no		1 blk	Blue 24# Wove, Single Tab	30,000	\$ 4,050.00
106	Envelope	envelope					Long tail w/ perforation off		
107							bottom		
108									

	A	B	C	D	E	F	G	H	I	J
1		City of Rocky River Item	Size	# of	Pad	Parts	Ink	Stock Description	Quantity	Price
109		LETTERHEAD, MISC. PADS, CARDS								
110										
111	23	City Letterhead	8.5x11	1	no	1	blk / blue	24#, 25%	25,000	\$ 1,250.00
112								White Cotton Bond		
113		Special Notes								
114										
115										
116	24	Truck Scale Ticket	4.25x7	1	no	3	blk	White / Pink / Yellow	2,500	\$ 325.00
117		WWTP						Carbonless all parts 24#		
118										
119	25	Complaint Form	5.5 x 8.5	1	no	2	blk	White / Yellow	2,500	\$ 285.00
120								Carbonless all parts 24#		
121										
122	26	City Service Notice	5.5 x 8.5	1	no	1	blue	Card stock	1,000	\$ 100.00
123										
124	27	Street Repair Form	5.5 x 8.5	1	yes	2	blk	White / Canary	500	\$ 108.00
125								Carbonless all parts 24#		
126										
127	28	Garbage Notification	5.5 x 8.5	1	yes	2	blk	White #24 pg. 1 Carbonless	1,000	\$ 468.00
128								Hot Pink Card Stock 100# pg. 2		
129								Feel & stick on back of pg. 2		
130								at top of page		
131										
132	29	Fire Dept. Patient Form	5.5 x 8.5	1	yes	2	blk	White / Yellow	2,500	\$ 285.00
133								Carbonless all parts 24#		
134										
135	30	Intent to Build Sign	11x13-7/8	1	no	1	blk	White Cld Matte Cover 100#	1,000	\$ 225.00
136										
137	31	Refuse Pick-Up Schedule	6 x 9	2	no	1	4	White 60#	10,500	\$ 7,875.00
138								Coated 4c - Text		
139										
140										
141	32	Recycle Cards	6 x 9	2	no	1	4	White 60#	10,500	\$ 7,875.00
142								prepare & bulk mail		
143								Coated 4c - Text		
144										
145	33	Birthday Post Card	4.25 x 5.5	2	no	1	4 color	67# Vellum Bristol	2,500	\$ 375.00
146		(Senior Center)						Sent as a postcard		
147										
148	34	Learner's Pass (Rec)	2.25 x 2	1	no	1	blk	Colored card stock	3,000	\$ 114.00
149										
150	35	Skate Sharpening Tickets	5.5 x 2.75	1	no	1	blk	Colored card stock	500	\$ 144.00
151								Perforated		
152								Hole punched at top		
153										
154	36	Count Journal Entry Pad	8.5 x 11	1	yes	4	blk	White / Canary / Pink/Gold	3,000	\$ 951.00
155		Special note: 4 parts						Carbonless		
156								All parts 24#		

A	B	C	D	E	F	G	H	I	J
1	City of Rocky River Item	Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price
186	DO NOT INCLUDE THESE WITH YOUR BID TOTAL.								
187	THE CITY WOULD LIKE YOU TO LIST YOUR PRICING FOR THE FOLLOWING ITEMS.								
188									
189									
190	Misc. Flyers (Rec.)	8.5 x 11	1	no	1	blk	20# paper / various colors	500 w/ business fold	\$ 85.00
191							"slip sheet" inserted every 25th (for City to distribute by groups of 25) Price each quantity. orders can be up to 7,000		
192									
193									
194									
195									
196	Misc. Flyers (Rec.)	8.5 x 11	2	no	1	blk	20# paper / various colors	500	\$ 94.00
197							"slip sheet" inserted every 25th (for City to distribute by groups of 25) Price each quantity. orders can be up to 7,000		
198									
199									
200									