

ORDINANCE NO. 46-23
BY: JOHN B. SHEPHERD

FIRST READING: 6.12.23
SECOND READING: 6.26.23
THIRD READING: 7.10.23

AN EMERGENCY ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SAFETY-SERVICE TO EXTEND 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: the Director of Public Safety-Service advertised for bids in June of 2020 for the purchase of printing services for a two (2) year period with the ability to renew on an annual basis, upon agreement of the parties; and

WHEREAS: pursuant to Ordinance No. 61-20 City Council adopted the acceptance of the bid for printing services from Admiral Products, Inc., 4101 W. 150th Street, Cleveland, Ohio 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 further described in Exhibit "A"; and

WHEREAS: City Council now determines that it is in the best interest of the City to extend this contract for an additional one (1) year period 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 Public Safety-Service of the City of Rocky River be authorized to extend the contract for printing services from Admiral Products, Inc., 4101 W. 150th Street, Cleveland, Ohio 44135-1303, for an additional one (1) year period 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, RPMC Probation Services, Senior Center, Marine Patrol, Refuse & Recycling, Sanitary Sewer, Street Construction, M & R Recreation Center, RPMC Computer "A", RPMC 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, 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 10th, 2023

James W. Moran
JAMES W. MORAN
President of Council

PRESENTED

TO MAYOR: July 10th, 2023

APPROVED: July 10th, 2023

ATTEST:

Susan G. Pease
SUSAN G. PEASE
Clerk of Council

Pamela E. Bobst
PAMELA E. BOBST
Mayor

City of Rocky River

County of Cuyahoga

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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. 46-23 ADOPTED BY THE COUNCIL OF SAID CITY ON THE 10th DAY OF July, 2023 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. 46-23

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY NAME AND AFFIXED MY OFFICIAL SEAL THIS 10th DAY OF July, 2023

NAME/nek/S/Ordinances & Resolutions/Printing Ord/Print/Ord renewal 2023

CLERK OF COUNCIL OF THE CITY OF ROCKY RIVER, OHIO

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

A	B	C	D	E	F	G	H	I	J	K
1	City of Rocky River Item	Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price	Exhibit "A"
3	1 The Quill	8.5x11	2 no	4	Process	White #60 Offset	1,600 each mailing	MONTHLY	\$ 1,696.00	Per Issue price:
4						Soperset Opaque				
5	Special Notes:					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/Bik	White 20# paper - Perforated	7,000 each mailing	QUARTERLY	\$ 1,485.00	Per Issue price:
17					Process	3" from bottom of page				
18						Quarterly				
19						Background 1 over 1				
20						Print, fold and insert in #10 window envelope (include envelope in cost with postage imprint)				
21						Inkjet / Presort and delivery to Post Office (all costs to be included in price)				
22						Use City-supplied data base - CMI bill data file				
23						FIVE (5) day turn around from receipt of data base to delivery to post office				
24										
25	3 Brochures/Books	11x17	2 no	9	4-2	Cover: White 60#	1,500			
26						Coated Cover 4c - Text 50#				
27						White Offset				
28						Gloss Text or comparable				
29	Special Notes:					28 PAGE BOOK AND COVER: Charge for additional pages in 4 page increment:			\$ 2,175.00	
30						Collate, Fold, Stapled & Face Trim			\$ 75.00	
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	bik	Colored stock	500	\$ 290.00	
44						3 of 4 sheets perforated				
45						Front & back cover higher stock				
46										
47										

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1	City of Rocky River Item	Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price	Exhibit "A"	
48	LETTERHEAD, BUSINESS CARDS & ENVELOPES	2x3.5	1	no		1	White 65# Cover	500	\$ 32.00		
49	5 Business Cards										
50							1 main format - different versions w/ approximately 500 per order				
51							Courts have different formats with multiple versions possible				
52											
53	6 Court Appearance	2x3.5	1	no		1	White 65# Cover	1,500	\$ 90.00		
54	Business Cards										
55											
56	7 Court Appointment	2x3.5	1	no		1	White 65# Cover	2,000	\$ 120.00		
57	Business Cards						2 versions				
58											
59	ENVELOPES, MISC										
60	Special Note: All MAILING envelopes have return address printed only (no art)										
61	8 City Envelope	#10 regular	1	no		1	White 24# Wove	35,000	\$ 1,225.00		
62											
63	9 City Envelope	#10 window	1	no		1	White 24# Wove	25,000	\$ 950.00		
64		Blue Security Tint									
65											
66	10 City Envelope	#9 window					White 24# Wove	25,000	\$ 937.50		
67		Blue Security Tint	1	no		1	blue				
68											
69	11 Judge Envelope	#10 regular	1	no		1	White 24# Wove	500	\$ 97.00		
70											
71	12 Muni Court Envelope	#10 regular	1	no		1	White 24# Wove	10,000	\$ 455.00		
72											
73	13 Muni Court Envelope	#10 window	1	no		1	White 24# Wove	10,000	\$ 490.00		
74											
75	14 Probation Dept.	#10 regular	1	no		1	White 24# Wove	2,000	\$ 140.00		
76	Envelope										
77											
78	15 Assignment Comm.	#10 regular	1	no		1	White 24# Wove	2,500	\$ 175.00		
79	Envelope										
80											
81	16 CRA Envelope	4.5x10.375	1	no		1	Canary 38#	2,000	\$ 1,280.00		
82	Special Notes:	No Gum					Envelope acts as Court file				
83											
84	Criminal Branch	4.25x 10	2	no		1	Fraser Brights Gold 65#	2,000	\$ 278.00		
85	CRA Card						Cover				
86											
87	17 CRB Envelope	4.5x10.375	1	no		1	Gray 28#	4,000	\$ 2,268.00		
88	Special Notes:	No Gum					Envelope				
89							Acts as Court File				
90											
91	18 TRC Envelope	5x10.375x1	1	no		1	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	K
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	K
1	City of Rocky River Item	Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price	Exhibit "A"

109	LETTERHEAD, MISC. PADS, CARDS									
110										
111	City Letterhead	8.5x11	1	no		1	blk / blue	24#, 25%	\$ 1,250.00	
112		Minimum recycled content					White Cotton Bond			
113	Special Notes	Laser stock & inks								
114		cello 500 ea. Ordered in 500 count increments								
115										
116	Truck Scale Ticket	4.25x7	1	no		3	blk	White / Pink / Yellow	\$ 325.00	
117	WWTP							Carbonless all parts 24#		
118										
119	Complaint Form	5.5 x 8.5	1	no		2	blk	White / Yellow	\$ 285.00	
120								Carbonless all parts 24#		
121										
122	City Service Notice	5.5 x 8.5	1	no		1	blue	Card stock	\$ 100.00	
123										
124	Street Repair Form	5.5 x 8.5	1	yes		2	blk	White / Canary	\$ 108.00	
125								Carbonless all parts 24#		
126										
127	Garbage Notification	5.5 x 8.5	1	yes		2	blk	White #24 pg. 1 Carbonless	\$ 468.00	
128								Hot Pink Card Stock 100# pg. 2		
129								Peel & stick on back of pg. 2		
130								at top of page		
131										
132	Fire Dept. Patient Form	5.5 x 8.5	1	yes		2	blk	White / Yellow	\$ 285.00	
133								Carbonless all parts 24#		
134										
135	Intent to Build Sign	11x13-7/8	1	no		1	blk	White Cld Matte Cover 100#	\$ 225.00	
136										
137	Refuse Pick-Up Schedule	6 x 9	2	no		1	4	White 60#	\$ 7,875.00	
138								Coated 4c - Text		
139										
140										
141	Recycle Cards	6 x 9	2	no		1	4	White 60#	\$ 7,875.00	
142								Coated 4c - Text		
143										
144										
145	Birthday Post Card	4.25 x 5.5	2	no		1	4 color	67# Vellum Bristol	\$ 375.00	
146								Sent as a postcard		
147										
148	Learner's Pass (Rec)	2.25 x 2	1	no		1	blk	Colored card stock	\$ 114.00	
149										
150	Skate Sharpening Tickets	5.5 x 2.75	1	no		1	blk	Colored card stock	\$ 144.00	
151								Perforated		
152								Hole punched at top		
153										
154	Court Journal Entry Pad	8.5 x 11	1	yes		4	blk	White / Canary / Pink/Gold	\$ 951.00	
155								Carbonless		
156								All parts 24#		

	A	B	C	D	E	F	G	H	I	J	K
1		City of Rocky River Item	Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price	Exhibit "A"
157											
158		Business Reply Card	4 x 5.5	2 no			1 blk	Yellow 67# Vellum Bristol	1,000	\$ 110.00	
159	37	2 versions: Garnishments & Request for Hearing						One price for both versions			
160											
161		Field Sobriety Test	3.25 x 5.25	2 no			25 blk	Text: White 20# Bond	30	\$ 100.00	
162	38							Cover: Gray 67# Vellum Bristol			
163											
164		Police Impound Sticker	4.25 x 5.5	1 no			1 blk	"Vermilion" red see sample for	2,000	\$ 240.00	
165	39							Paper type and color			
166											
167		Police Junior Officer Sticker	3.0625 x 2.375	1 no			1 blk	Gold sticker on roll	1,000	\$ 200.00	
168	40										
169		Approved Sticker	4 x 2	1 no			1 blk	Bright orange sticker	500	\$ 140.00	
170	41	Building Department						Square cut back slit - see			
171								Sample for paper & color			
172											
173		Fire Dept. Lock Box Sticker	3" circle	1 no			1	4 color process with lamination	200	\$ 180.00	
174	42							Pressure sensitive 54# semi			
175								gloss/permanent all temperature			
176								acrylic			
176		PLEASE NOTE: LETTERHEAD & ENVELOPES WILL BE ORDERED IN LARGE QUANTITIES									
177		AND WILL HAVE TO BE STORED AT YOUR FACILITY AND DELIVERED AS REQUESTED									
178											
179		VENDOR REQUIRED TO SUPPLY WEEKLY INVENTORY REPORTS OF THE CITY OF ROCKY RIVER									
180		STATIONERY HOUSED AT VENDORS FACILITY									
181											
182		PROOFS OF ALL ITEMS MUST BE SUBMITTED BY EMAIL FOR APPROVAL PRIOR TO PRINTING									
183									TOTAL FOR BID	\$ 51,811.50	
184		TOTAL SHEET ENDS HERE.									
185		TOTAL ITEMS 1 - 42 FOR BID PAGE									

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1	City of Rocky River Item	Size	# of Sides	Pad	Parts	Ink	Stock Description	Quantity	Price	Exhibit "A"	
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	Misc. Flyers (Rec.)	8.5 x 11	1	no		1	20# paper / various colors	500 w/ business fold	\$	85.00	
190							"slip sheet" inserted every 25th (for City to distribute by groups of 25) Price each quantity. orders can be up to 7,000				
191											
192											
193											
194											
195	Misc. Flyers (Rec.)	8.5 x 11	2	no		1	20# paper / various colors	500	\$	94.00	
196							"slip sheet" inserted every 25th (for City to distribute by groups of 25) Price each quantity. orders can be up to 7,000				
197											
198											
199											