



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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Legislative File No: 2024-0351 Version 2

TO: Mayor and City Council Members

FROM: Joe Snyder, Chief Financial Officer
Nathan Mueller, Chief of Communications

DATE: June 22, 2026

SUBJECT: Increase to Blanket Purchase Order for Citywide Printing Services

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order for Citywide Printing Services in the amount of \$16,000 for a new not-to-exceed amount of \$426,340 through July 31, 2027 to Image Printing, Inc., of Royal Oak, Michigan.

REASON FOR PURCHASE:

The City requires the purchase of citywide printing services including but not limited to newsletters including the Hills Herald, other booklets, inserts, brochures, and letterhead. In March 2024, a Request for Proposal was solicited on MITN and Image Printing, Inc. of Royal Oak, MI was selected as the vendor providing the best value given their experience and quality of work for the citywide printing services. City Council approved a three-year term for printing services for the City to Image Printing, Inc. in the amount not to exceed \$410,340.

Following City Council's May 11, 2026 resolution to place a Fire Charter Millage Increase on the August 4, 2026 ballot, the City must now produce and distribute general public education materials. Because this ballot initiative was not anticipated, printing and mailing costs were not included in the original budget. Staff is requesting an increase to the appropriate blanket purchase orders to fund these new materials.

Additionally, while the Pathway Millage education expenses were anticipated and included in the adopted 2026 budget, an increase to its corresponding blanket purchase order is still required because the contract blankets were established prior to finalizing these specific expenses. The total cost for two (x2) separate general public education mailers for each of the two (x2) separate ballot item is not to exceed \$48,000, with \$16,000 allocated for printing services and \$32,000 allocated for postage.

This ensures that the costs for the voter education mailers are fully funded without affecting the original budget allocated for the City's routine, ongoing printing needs.

PROCESS:

Vendor Name and Address:

Image Printing, Inc.
1902 Crooks Road
Royal Oak, MI 48073

Reason for Selection:

Best Value

Method of Purchase:
Blanket Purchase Order

BUDGET:
Partial funding is included in the 2024-2027 Budget.

The initial \$410,340 Citywide Printing & Publishing blanket purchase order was approved by City Council on July 24, 2024.

There is currently \$8,000 budgeted in the FY 2026 Adopted Budget for the Pathway Millage Renewal Printing & Publishing of two (x2) separate general public education mailers.

If approved by City Council, a FY 2026 2nd Quarter Budget Amendment shall be brought forth to increase the Printing & Publishing budget in the General Fund / City Council cost center for the Fire Charter Millage Printing & Publishing of two (x2) separate general public education mailers by +\$8,000 with the funding proposed to be drawn from General Fund / Fund Balance.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	Remaining Budget
Multiple Funds	xxx.900000	Printing & Publishing	\$410,340	\$410,340	\$0
101 – General Fund / City Council	102.900000	Printing & Publishing / Pathway Millage Renewal	\$8,000	\$8,000	\$0
101 – General Fund / City Council	102.900000	Printing & Publishing / Fire Charter Millage Increase	\$0	\$8,000	(\$8,000)
Total			\$418,340	\$426,340	(\$8,000)

RECOMMENDATION:
City Council is recommended to authorize an increase to the blanket purchase order for Citywide Printing Services in the amount of \$16,000 for a new not-to-exceed amount of \$426,340 through July 31, 2027 to Image Printing, Inc., of Royal Oak, Michigan.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A