

Buyer: JED

CONTRACT NUMBER: 010072

Event # 5388

CONTRACT between the **COUNTY OF OAKLAND** and **CONTRACTOR**

Not To Exceed Amount: \$162,180.00		Effective Date: 1/6/2022	Expiration Date: 5/31/2025
Contract Description:	Printing: Including Winter and Summer Tax Bills - B		
Contractor Address:		Contract Administrator Information:	
Maple Press Printing & Design 31211 Stephenson Hwy Ste 100 Madison Heights, MI 48071 Vendor No: 40369			
Buyer and Purchasing Information:		County Contract Administrator and Using Department:	
Joan Daniels OAKLAND COUNTY PURCHASING 2100 Pontiac Lake Rd 41W Waterford, MI 48328-2762 248-858-0511 purchasing@oakgov.com		OAKLAND COUNTY	

The County and the Contractor may be referred to individually as a "Party" or collectively as the "Parties."
The Parties agree to the attached terms and conditions:



DAVID COULTER - OAKLAND COUNTY EXECUTIVE

BLANKET CONTRACT TERMS AND CONDITIONS

Inasmuch as no specific quantities are indicated on this contract, there is no commitment involved by Oakland County other than for the payment of goods procured under the conditions of this contract.

Oakland County issues individual Purchase Orders on behalf of County Departments as authorization for items ordered from this contract. The individual Purchase Order numbers are to be used on all Invoices, Bills of Lading, Shipping Documents and all correspondence relating to the Purchase Order.

Vendor shall submit an itemized invoice with amounts due and owing under Purchase Order, as of the date of the invoice. Invoices shall contain the following information:

(a) County Purchase Order Number; (b) dates of Deliverables; (c) itemized list of Deliverables; (d) Vendor Tax ID Number (federal and State); (e) licenses; and (f) any other information requested by Purchasing. The County shall have no obligation to make a payment under purchase order until an invoice is submitted in the form set forth herein and shall have no obligation to pay for Deliverables, which have not been invoiced (as required herein) within sixty (60) Days of delivery.

This contract is not to be used for the purchase of any equipment and or services not listed herein. Oakland County requires a 30 day written notice of all price changes. Oakland County reserves the right to take advantage of any special pricing programs available from the contract vendor or any other outside vendors offering the said special pricing programs to Oakland County during the term of this contract.

Oakland County reserves the right to cancel this contract if orders are not filled within the time and in accordance with the terms specified.

All shipments must be accompanied by Packing Slips and containers properly marked with requesting Department Name, Address, Contact Person and Purchase Order Number.

The prices indicated on this contract are not subject to change without written notification in advance.

No Charges will be allowed for boxing or packing unless stated on the Contract. Acceptance of this contract includes specifications, process, delivery and conditions included therein. Material is subject to inspection on our property. If rejected we agree to first advise vendor before returning goods. All freight and extra handling charges derived from said rejection shall be borne by the vendor. The acceptance of this contract does not in any way make the County of Oakland a party to any infringement or damage suits. Such suits to be borne by the vendor.

Compliance with Laws. Contractor shall comply with all federal, state, and local laws, statutes, ordinances, regulations, insurance policy requirements, and requirements applicable to its activities under this Contract, including zoning and building codes and MIOSHA guidelines

Discrimination. Contractor shall not discriminate against any employee or applicant for employment because of sex, race, religion, color, national origin, or handicap in violation of State and Federal law.

Contractor shall promptly notify the County of any complaint or charge filed and/or determination by any Court or administrative agency of illegal discrimination by Contractor.

The County, in its discretion, may consider any illegal discrimination described above as a breach of this Contract and may terminate or cancel this Contract immediately with notice.

A Materials Safety Data Sheet shall accompany or precede all shipments of materials subject to the Michigan Hazard Communications Standard also known as the "Right to Know Law" and classified as hazardous by Michigan Compiled Laws, Act 154 of the Public Acts of 1974 as amended. All containers shall have approved warning labels in accordance with this law. Copies of all MSDS's are to be sent to the requesting department.

Pursuant to Act 167 of the Public Acts of 1933, the County of Oakland, a Michigan Constitutional Corporation, is exempt from the sales tax provisions of this Act. In addition, the Michigan Department of Treasury has promulgated General and Specific Sales and Use Tax Rules which provide that the County of Oakland is not required to have a sales tax exemption number (R205.79; Rule 29).

FOR REPORTING PURPOSES – COUNTY OF OAKLAND I.D. #38-6004876W.

Exhibit A

Tax Bill Printing Scope of Deliverables

winter and summer tax bill printing, beginning with the 2024 Winter tax bills. The County had an interlocal agreement with Oakland ISD Print Shop and the Cities, Villages and Townships (CVTs) utilized the print shop for summer and winter tax bill printing.

This project includes coordinating the printing of tax bills for many of Oakland County's the cities, villages, and townships (CVTs).

Prior year print volumes for tax bills were:

- Winter Tax Volume, 36 CVTs, 220,000 bills
 - The window for completing the printing of the Winter tax bills is Nov 1-30
 - The majority of the printing occurs in the last two weeks of November
 - Within this window, after the proof approval process, it is expected the printer meet a 1-2 day turnaround per CVT.
- Summer tax Volume, 44 CVTs, 230,000 bills
 - The window for completing the printing of the Winter tax bills is June 1-30
 - The majority of the printing occurs in the last two weeks of June
 - Within this window, after the proof approval process, it is expected the printer meet a 1-2 day turnaround per CVT

Must haves:

- One point of contact to manage all communications regarding the print job with the individual CVTs.
- A documented process for managing the logistics with the CVTs for:
 - proofing
 - ordering (or receiving) form paper
 - storing form shells
 - printing
 - coordinating pickup and delivery
 - Individual CVTs pick up material
 - Deliver print work to the Oakland County Mail Center for folding, inserting, and barcoding.
- A secure location

- All form shells, blank or printed, must be stored in a secure location while in possession of the printer and a process must be in place to control access to the secured materials.
- Additional printing services
 - Individual CVTs may inquire about the option to coordinate additional print services (for example, printing a flyer insert) that coincide with printing the tax forms.
- Depending on individual CVT requirements, printing may be on letter and/or legal sized paper, approximately 2% legal sized paper.
- CVTs are not contractually obligated to utilize the print services

Oakland County Purchasing may require the adoption of a new interlocal agreement

Maple Press Printing & Design information is provided as per the bid specifications, as required:

Point of Contact:

Name: Bill Fudge
Address: 31211 Stephenson Hwy, Suite 100
Madison Hgts, MI 48071
Office Phone: (248) 733-9669
Cell Phone: (248) 872-6069
Email: bfudge@maplepressprinting.com

*Please Note: If Maple Press is awarded this contract, we will set up a new email address to handle all communications regarding tax bills with the CVTs.

Proofing:

Maple Press has all of the capabilities of proofing 5-6 proofs to each CVT within the 1-2 business day turn-time requirements.

Ordering/Receiving Form Paper:

Maple Press has the ability to receive form paper/shells for each CVT, as required.

Storing Form Shells:

The Maple Press facility has 10,000 square ft. for shell storage, to be utilized until shell print is required and deliveries made.

RFQ TAX BILL PRINTING SERVICES BID

Printing:

Printing will be laser printed to specific size specs (legal or letter) as required per CT .All required turn times of 1-2 business days will be met.

Coordinated Pick-up and Delivery:

Maple Press will maintain contact with all CVT contacts, as well as the Oakland County Mail Room during the print process to facilitate delivery of all required items, including printed tax bills, inserts, envelopes, or any other items ordered by the corresponding CVT's.

Secure Location:

The Maple Press facility is under lock and key with video surveillance in the front office and warehouse.

Additional Printing Services: Maple Press has full capability to print all shells, envelopes, inserts or any other required materials for the CVT locations.

Pricing	LY CVTs	LYTot1	Per Unit	TOTAL COST
Winter 2024 Tax Bills	36	220,000	\$0.02/each	\$4,400.00
-Legal or Letter size				
Delivery to OC Mail Center				\$0
Any File prep & proofing				\$0
Summer 2025 Tax Bills	44	230,000	\$0.02/each	\$4,600.00
-Legal or Letter size				
Delivery to OC Mail Center				\$0
Any File prep & proofing				\$0
TOTAL COST FOR THE 2024/2025 Tax Bills				\$9,000.00
Please Note: Pricing is only based on imprinting on supplied shells and delivery to OC-Mailroom				