

SOUND TRANSIT

MOTION NO. M99-1

Contract Award for Printing Services BACKGROUND AND COMMENTS

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	1/7/98	Discussion/Possible Action	Jan Hendrickson, Director of Finance and Administration Jai Jeter, Contract Specialist	689-3148 689-4940

ACTION:

Approval to award contracts to Reprographics Northwest, Zebra Printing, Royal Reprographics, and Superior Reprographics for Printing Services in response to Invitation For Bid No. RTA/FA 87-98 in a total estimated amount not to exceed \$1,020,000 over a three year period.

BACKGROUND:

In order to obtain the greatest value for the dollar in our contracting efforts it is imperative that the agency evaluates all of its procurements for the possibility of contract consolidation. With the volume of documents Sound Transit requires to accomplish its mission, the Contracts Division determined that the agency's printing procurements would be a good candidate for this process. A meeting was held with the General Services Center supervisor, Light Rail staff and our in-house consultant PSTC to discuss the agency's printing needs. It was concluded that the agency could substantially achieve cost savings with our printing needs through contract consolidation and the competitive bid process. The Contracts Division proceeded to prepare formal bid documents and bid specifications for printing services.

The bid documents were written to provide for a blanket contract where the agency is only required to purchase those printing services or other reprographic services that are actually ordered. Any requirements stated in the bid documents represented estimates only. The agency is not obligated to make purchases based on these estimates. The Selection Committee decided to select two firms in each of our bid categories to ensure complete printing service coverage for the entire agency. The contract term was written for two years with the option to extend for one additional year.

The expenditure of \$1,020,000 over a three-year period for printing services is based on funds previously authorized in the 1998 and 1999 operating budgets of our individual departments.

RELEVANT BOARD POLICIES AND PREVIOUS ACTIONS TAKEN:

- ◆ Adoption of *Sound Move*, the ten-year Regional Transit System Plan (May 31, 1996)

- ◆ Resolution No. 78-1 (April 9, 1998) authorizing the Finance Committee to approve award of contracts up to \$5,000,000
- ◆ Adoption of Fiscal Year 1998 Budget (December 11, 1997) and the Fiscal Year 1999 Budget (November 12, 1998)

FUNDING:

The funds that will be used to pay for these printing services presently exist in the operating budgets of each individual division and department of Sound Transit. Payments for services received will only be processed after authorization is received from the appropriate budget official.

EXECUTIVE SUMMARY:

Scope of work

The bid documents called for contract to be issued for printing services for Commuter Rail, Light Rail and Regional Express Departments. These services include, but are not limited to, photocopying, blackline/blueline printing, Cadd plotting (Auto Cad Version 14 format), and camera work. The contract allowed for more than one firm to be awarded a contract, so that in the event any one firm should be overwhelmed by the sheer amount of work that we would produce, the agency could still stay on schedule by using more than one printing source.

Procurement and selection process

The Contracts Division used the competitive Invitation for Bid process. Bids were advertised and a public bid opening was held on October 30, 1998. Twelve bids were received from our solicitation. The bids were evaluated as to responsiveness and on-site inspections were conducted to determine responsibility. Four firms were selected to receive printing contracts because they were found to be capable of performing our printing services in a more than satisfactory manner.

Cost

The cost of providing printing services over a three-year period is estimated at \$1,020,000

ALTERNATIVES:

The only alternative would be to continue to make individual purchases and forego any possible cost savings to Sound Transit.

CONSEQUENCES OF DELAY:

The work envisioned under this contract will increase and become more in demand as more projects come on line. Delay in a decision would mean that when large printing projects are needed, the dollar amount might prohibit immediate response of the time necessary for a bidding process.

LEGAL REVIEW:

The Background Comments and Motion have been reviewed and approved by the Legal Department.

SOUND TRANSIT

MOTION NO. M99-1

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority to award contracts for printing services to Reprographics Northwest, Zebra Printing, Royal Reprographics, and Superior Reprographics in a total estimated amount not to exceed \$1,020,000 over a three year period.

Background:

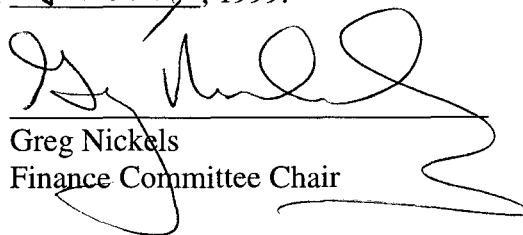
In order to obtain the greatest value in our contracting efforts it is imperative that the agency evaluates its procurements for the possibility of contract consolidation. With the volume of documents Sound Transit requires to accomplish its mission, the Contracts Division determined that the agency's printing procurements would be a good candidate for this process.

The bid documents were written to provide for a blanket contract where the agency is only required to purchase those printing services or other reprographic services that are actually ordered. The contract term was written for two years with the option to extend for one additional year. Of the twelve bids received, four firms were selected to be awarded contracts: Reprographics Northwest, Zebra Printing, Royal Reprographics, and Superior Reprographics for a total of \$1,020,000. On-site inspections were conducted and all four firms were found to be capable of performing the agency's printing services in a more than satisfactory manner. The expenditure of \$1,020,000, over a three-year period for printing services is based on funds previously authorized in the 1998 and 1999 operating budgets of individual departments.

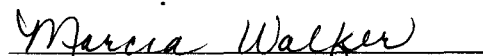
Motion:

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that contracts for printing services be awarded not to exceed the amount herein stated for two years with an option to extend for an additional one year to Reprographics Northwest for \$250,000, to Zebra Printing for \$50,000, to Royal Reprographics for \$20,000 and to Superior Reprographics for \$20,000.

Approved by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof on the 7th day of January, 1999.


Greg Nickels
Finance Committee Chair

ATTEST:


Marcia Walker
Board Administrator