

SOUND TRANSIT

MOTION NO. M99-92

**Change Order for Printing Services
BACKGROUND AND COMMENTS**

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	12/2/99	Discussion/Possible Action	Jan Hendrickson, Director of Finance and Administration Jai Jeter Contract Specialist	689-3148 689-4940

ACTION:

Approval to amend the existing printing contracts with Reprographics Northwest, and Zebra Printing to increase the amount from \$1,020,000 to an amount not to exceed \$2,620,000, an increase of \$1,600,000.

BACKGROUND:

Motion No. M99-1 approved contracts with Reprographics Northwest, Zebra Printing, Royal Reprographics, and Superior Reprographics for a total not to exceed amount of \$1,020,000. Since that time the volume of printing services required to keep the Sound Move project on schedule has far exceeded earlier estimates. In keeping with our commitment to be a communicative agency, we have endeavored to meet all of the demands placed on us for information. Examples include Draft Environmental Impact Statement (DEIS) and Final Environmental Impact Statement (FEIS). These documents consisted of seven bound volumes of printed material, which some pages numbered more than 350 in a single document. There were also seventeen individual reports included and some 200 pages of bound 11”X17” drawings. We are now more knowledgeable of our printing requirements. Not only will we produce another DEIS document early next year, we will also be entering into the construction phase of the project with numerous construction bid documents to produce as well as drawings. The purpose of this motion is to increase two of our existing contracts so we can continue to keep pace with the printing demands of the agency, and we believe that this increase more closely reflects our real printing needs.

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 1999 Budget (November 12,1998) and the Fiscal Year 2000 Budget (November 18, 1999)
- ◆ Motion No. 99-1 (January 9, 1999) authorizing the Finance Committee to approve award of Bid No. RTA/FA 87-98

FUNDING:

An additional amount of \$1,600,000 for a total not to exceed \$2,620,000 is being requested by this action to increase the amount of the printing contract with Reprographics Northwest and Zebra Printing. 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 stating that services have been received.

CONSEQUENCES OF DELAY:

Delay in a decision would mean that we could not continue to meet our immediate printing needs, and satisfy the increasing demand for information as it relates to the Sound Move project.

LEGAL REVIEW:

The Legal Department has reviewed and approved the Motion and Background and Comments as to form.

SOUND TRANSIT

MOTION NO. M99-92

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to amend the printing contracts for Reprographics Northwest, and Zebra Printing, to increase the amount from \$1,020,000 to an amount not to exceed \$2,620,000, an increase of \$1,600,000.

Background:

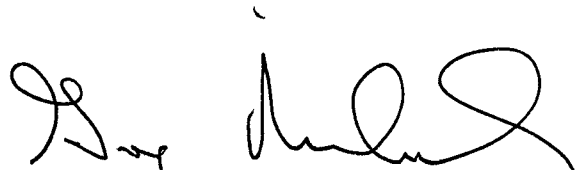
With the volume of documents Sound Transit produces to accomplish its mission, it is necessary that our printing contracts have the appropriate funding authorization to meet our critical printing requirements.

The bid documents were written to provide for a blanket contract where the agency is only required to purchase and pay for those printing services that have been actually ordered and received. This action is to request approval to amend the contracts with Reprographics Northwest and Zebra printing to increase the amount not to exceed from \$ 1,020,000 to \$2,620,00. The contracts for the other two firms, Royal Reprographics, and Superior Reprographics will not be effected by this amendment. The contract term of the aforementioned contracts will not be changed.

Motion:


It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority, that the contracts for printing services with Reprographics Northwest, and Zebra printing be amended to increase the amount not to exceed \$2,620,000, an increase of \$1,600,000.

Approved by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof on the 2 day of December, 1999.



Greg Nickels
Finance committee Chair

ATTEST:



Marcia Walker
Board Administrator