

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2002-36

Contract Award to Royal ReproGraphics, Inc. for Copying Services

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	3/21/02	Discussion/Possible Action	Ric Ilgenfritz, Chief Communications Officer Ken Harvey, Program Manager of Design and Production	(206) 398-5239 (206) 689-4919

OBJECTIVE OF ACTION

- Establish agency wide contract for copying services.

ACTION

- Authorize the Executive Director to execute a contract with Royal ReproGraphics, Inc. to provide agency wide copying services not to exceed \$305,671.

KEY FEATURES

Highlights of Action:

- Authorizes the Executive Director to execute a contract with Royal ReproGraphics, Inc. for agency wide copying services.
- Authorizes a total contract amount not to exceed \$305,671 for a one-year period.
- Provides options to extend contract for two additional one-year periods.

BUDGET

Column A	Column B	Column C	Column D	Column E
Total GSC Printing Budget	Budget for this Contract (B)	Obligated to Date (C)	Total Amount Requested (D)	Shortfall* or Surplus (B-[C+D])
\$367,050	\$305,671	\$0	\$305,671	\$61,379

FINANCIAL IMPACTS

Impact on Current Year Budget: The expenditures anticipated under this contract were budgeted in the 2002 operating and capital budgets, as indicated in the table above. Full expenditure of this contract and all other printing obligations incurred to date will leave unexpended funding authorization of over \$650,000 available for other types of printing.

Impact on Sound Move Budget: None.

Impact on Cost-to-Complete: None.

Impact on Subarea(s) Budget(s): None.

HISTORY OF PROJECT

In July 2001, Sound Transit advertised and issued an Invitation for Bids for agency wide copying services. Sound Transit received eight bids on August 23, 2001. Staff evaluated the bids and determined that Royal ReProGraphics was the lowest responsive and responsible bidder.

The contractor will provide photocopying, binding, mounting, laminating and CD duplication services that the agency is not able to complete in-house.

Prior Board or Committee Actions and Relevant Board Policies

Motion or Resolution Number	Summary of Action	Date of Action
None taken to date.		

CONSEQUENCES OF DELAY

Bids received for this procurement are effective only through March 19, 2002. Delay in awarding this contract would require re-procuring these services and create agency hardship and additional costs in accommodating ongoing photocopy, binding and related service needs.

LEGAL REVIEW

BN 2-25-02

SOUND TRANSIT

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A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a contract with Royal ReproGraphics, Inc. to provide agency wide copying, binding and related services not to exceed \$305,671.

Background:

In July 2001, Sound Transit advertised and issued an Invitation for Bids for agency wide copying services. Sound Transit received eight bids on August 23, 2001. One protest was lodged, appealed and ruled upon by the Sound Transit Executive Director.

The contract award is made to the lowest, responsive and responsible bidder, Royal ReproGraphics, at a comparison price bid proposal of \$305,670.50.

The contractor will provide photocopying, binding, mounting, laminating, and CD duplication services that the agency is not able to complete in-house.

Motion:

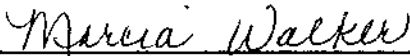
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to execute a contract with Royal ReproGraphics, Inc. to provide agency wide copying services not to exceed \$305,671.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on the March 21, 2002.



Kevin Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator