

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2004-80

Contract Amendment with Northwest Publishing Center/Newman-Burrows

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	8/19/04	Discussion/Possible Action	Ric Ilgenfritz/Chief Communications Officer Ken Harvey/Manager, Creative Services	(206) 398-5239 (206) 689-4919

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	<input checked="" type="checkbox"/>
Interagency Agreement		Contingency Funds (Budget) Required	
Purchase/Sale Agreement		Budget Amendment Required	

✓ Applicable to proposed transaction.

ACTION

Authorizes the Chief Executive Officer to execute a contract amendment with Northwest Publishing Center/Newman-Burrows in the amount of \$114,000 to print the September 2004 and February 2005 Get Ready to Ride Guide for a new total authorized amount not to exceed \$309,000.

KEY FEATURES

Provides for continued production of the Get Ready to Ride Guides in September 2004 and February 2005.

BUDGET IMPACT SUMMARY

There is no action outside of the Board-adopted budget; there are no contingency funds required; no subarea impacts; or funding required from other parties other than what is already assumed in the financial plan for ongoing transit operations.

BUDGET DISCUSSION

The proposed action is within the adopted 2004 budget. No amendments are necessary. The proposed 2005 budget contains includes the anticipated expense for the February 2005.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The proposed action is consistent with the current Board-adopted budget and is affordable within Sound Transit's current long-term financial plan and the subarea financial capacity. The action will have no new revenue impacts on Sound Transit.

BUDGET TABLE

Summary for Board Action

Action Item: Get Ready to Ride Guide

	(A)	(B)	(C)	(D)
Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Get Ready to Ride guide	195,000	188,944	114,000	309,000
Contingency	0	-	-	-
Total	195,000	188,944	114,000	309,000
Percent Contingency	0%	0%	0%	0%

Contract to be Charged to:	2004 Operations Budget	Future Operations Budgets	Direct Charges to Projects	Total
Get Ready to Ride guide	200,000	202,000	-	402,000

Various Operating Budgets	2004 Board Adopted Operations Budget	Spent to Date in 2004	This Action for 2004	2004 Suplus (Shortfall)
Sounder	60,000	15,225	20,603	24,172
Tacoma Link Operations	40,000	11,419	13,151	15,430
Regional Express	100,000	49,480	23,246	27,274
Total Account	200,000	76,124	57,000	66,876

Budget Shortfall

Level	\$	Revenues	Funding Source
NA	-	-	NA

Notes

The budget for this item is in Marketing Line of Agency Transit Operations budget on page 28 of 2004 Adopted Budget book \$57,000 of the new amount will be spent in 2004 and \$57,000 in 2005.

M/W/DBE – SMALL BUSINESS PARTICIPATION

For this procurement, no goal was established because it was determined that subcontracting would be infeasible and improbable. M/W/DBE and small businesses were encouraged to bid on this contract.

Northwest Publishing Bureau/Newman-Burrows is a small business and is performing 100% of the tasks on this contract.

Northwest Publishing Bureau/Newman-Burrows also agrees to continue to adhere to Sound Transit's Equal Employment Opportunity (EEO) Guidelines. Northwest Publishing Bureau/Newman-Burrows will provide evidence of its compliance with Sound Transit's (EEO) Guidelines by submitting its EEO Policy and company's current workforce demographics.

HISTORY OF PROJECT

Sound Transit prints and publishes the transit guide three times a year to coincide with each service change. The transit guide contains route information, time tables, route maps, and other rider information for Sound Transit services.

The regional transit partners provide information about their services and review the transit guide for time schedule, route service maps and bus stop information to ensure accuracy. The regional transit partners also assist in the distribution of the Get Ready To Ride Transit Guides during each service change period.

In first quarter 2003, Sound Transit conducted a competitive bid process for printing the transit guide and awarded a contract for an amount not to exceed \$195,000 to Northwest Publishing Center/Newman Burrows. The two-year contract expires March 9, 2005.

The original contract was intended to cover printing costs for six separate transit guides associated with service changes between mid-2003 and early 2005 with no contingency for additional printings or reprintings. Cost estimates were based upon forecasts of quantities needed for each service change.

Due to the start of light rail service in Tacoma and commuter rail service between Everett and Seattle, additional transit guides and mini-transit guides were printed and reprinted between August 2003 and February 2004. These costs were absorbed through this contract and necessitate the need to amend the contract and ensure the ability to print transit guides through the end of the contract period.

The contract amendment includes necessary funding for Sound Transit to meet the existing schedule for transit guides between September 2004 and February 2005.

A new competitive procurement process will be conducted before the end of the current contract. Sound Transit recently conducted market research in order to identify ways to make the guide more useful to riders. The contract allows sufficient time for staff to incorporate public input received in the market research study into the procurement process for a new contract in first quarter 2005.

CONSEQUENCES OF DELAY

Delay in taking action on this item may result in the inability to supply transit partners with the Get Ready To Ride Transit Guides in time for distribution before the September 2004 service change.

PUBLIC INVOLVEMENT

Not applicable.

LEGAL REVIEW

JW 08/02/04

SOUND TRANSIT

MOTION NO. M2004-80

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract amendment with Northwest Publishing Center/Newman-Burrows in the amount of \$114,000 to print the September 2004 and February 2005 Get Ready to Ride Guide for a new total authorized contract amount not to exceed \$309,000.

Background:

Sound Transit prints and publishes the transit guide three times a year to coincide with each service change. The transit guide contains route information, time tables, route maps, and other rider information for Sound Transit services.

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Motion:

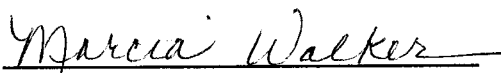
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to execute a contract amendment with Northwest Publishing Center/Newman-Burrows in the amount of \$114,000 to print the September 2004 and February 2005 Get Ready to Ride Guide for a new total authorized contract amount not to exceed \$309,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on August 19, 2004.



Kevin R. Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator