

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
10	09/26/16	Open	Action	09/19/16

Subject: Delegating Authority to the General Manager/CEO to Release an Invitation to Bid for the Printing of Bus and Light Rail Pocket Timetables

ISSUE

Whether or not to delegate authority to the General Manager/CEO to release an Invitation to Bid for the Printing of Bus and Light Rail Pocket Timetables.

RECOMMENDED ACTION

Adopt Resolution No. 16-09-____, Delegating Authority to the General Manager/CEO to Release an Invitation to Bid for the Printing of Bus and Light Rail Pocket Timetables

FISCAL IMPACT

None as a result of this action.

DISCUSSION

Bus and light rail pocket timetables provide schedule and fare information in a pocket-sized format for passengers. Each route has its own pocket timetable. Pocket timetables are very popular with riders and are reprinted often as a result. Pocket timetables are integral in communicating schedule information to passengers and essential for those passengers that do not have Internet access.

Due to the logistics, quantities, turn-around time and overall limited vendor capabilities of printing the pocket timetables, staff proposes approval of the release of an Invitation to Bid (ITB) for the printing of the pocket timetables for a contract term of five years. Establishing a multi-year contract with one vendor will allow RT to secure a set price throughout the course of the contract, and will allow staff work in a timely fashion with a single vendor familiar with the print specifications.

The last contract for the printing of RT bus and light rail pocket timetables was awarded in 2013. At that time, the proposed budget was \$235,440 for three years. Over the three-year period, staff was successful in keeping printing costs below \$235,000 and is now recommending that RT move forward with a five-year contract to further control costs.

It is RT's policy that Small Business Enterprises (SBEs) will have the maximum opportunity to participate in the performance of this Contract. To further that policy, RT will provide a 5% price preference to Bidders meeting the SBE participation goal set for this Contract.

Staff recommends that the Board delegate authority to the General Manager/CEO to release an Invitation to Bid for the Printing of Bus and Light Rail Pocket Timetables.

Approved:

Presented:

Final 09/21/16

General Manager/CEO

Acting, VP of Communications and Partnerships

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RESOLUTION NO. 16-09-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 26, 2016

**DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO RELEASE AN
INVITATION TO BID FOR THE PRINTING OF BUS AND LIGHT RAIL POCKET
TIMETABLES**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Board hereby delegates authority to the General Manager/CEO to
release an Invitation to Bid (ITB) for the Printing of Bus and Light Rail Pocket Timetables.

THAT, the ITB be advertised pursuant to the provisions of the RT Procurement
Ordinance.

JAY SCHENIRER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary