

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
3	01/09/17	Open	Action	12/07/16

Subject: Awarding a Contract for Printing of Bus and Light Rail Pocket Timetables to JD Graphics

ISSUE

Whether or not to award a Contract for Printing of Bus and Light Rail Pocket Timetables to JD Graphics.

RECOMMENDED ACTION

Adopt Resolution No. 17-01-_____, Awarding a Contract for Printing of Bus and Light Rail Pocket Timetables to JD Graphics

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	24,220
Budget Source:	Operating	Next FY:	\$	48,440
Funding Source:	Local	Annualized:	\$	48,440
Cost Cntr/GL Acct(s) or Capital Project #:	CC 87 GL 630012	Total Amount:	\$	242,200*
Total Budget:	\$ 300,000			

*Plus applicable sales tax

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.

On September 26, 2016, the Board delegated authority to the General Manager/CEO to release an Invitation to Bid (ITB) for the Printing of Bus and Light Rail Pocket Timetables. RT staff released an ITB on October 28, 2016 for a five-year contract, sent the documents to 12 firms, and advertised the ITB on RT's website under Contracting Opportunities.

On November 18, 2016, RT received two bids from: JD Graphics, a small business located in Yuba City, and D2 Distributors, LLC, a small business located in San Diego. JD Graphics bid \$242,200 and D2 Distributors bid \$879,181. D2 Distributors acknowledged receipt of Addendum No. 1, which reduced the annual quantities on the Bid Pricing Form by 24% to 57% for the different categories of timetables, but failed to submit its pricing on the revised Bid Pricing Form, and therefore was deemed non-responsive. RT also received a third bid from J's Fine Quality

Approved:

Presented:

Final 01/04/17

General Manager/CEO

VP of Communications and Partnerships

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Printing, located in Sacramento; however, the bid was received late and was returned to the bidder unopened.

After a thorough review of the bids, staff recommends that the RT Board award a five-year Contract to the lowest responsive and responsible bidder, JD Graphics, for Printing of Bus and Light Rail Pocket Timetables for an amount not to exceed \$242,200, plus applicable sales tax.

RESOLUTION NO. 17-01-_____

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

January 9, 2017

**AWARDING A CONTRACT FOR PRINTING OF BUS AND LIGHT RAIL
POCKET TIMETABLES TO JD GRAPHICS**

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

THAT, the Contract between Sacramento Regional Transit District, therein referred to as "RT," and JD Graphics, therein referred to as "Contractor," whereby Contractor agrees to print Bus and Light Rail Pocket Timetables, as specified, for an amount not to exceed \$242,200, plus applicable sales tax, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute said Contract.

JAY SCHENIRER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary