

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
9	09/13/10	Open	Action	08/18/10

Subject: Authorizing the Release of the Invitation to Bid for Printing of Bus and Light Rail Pocket Timetables

ISSUE

Authorizing the Release of the Invitation to Bid for Printing of Bus and Light Rail Pocket Timetables.

RECOMMENDED ACTION

Adopt Resolution No. 10-09_____, Authorizing the Release of the Invitation to Bid for Printing of Bus and Light Rail Pocket Timetables.

FISCAL IMPACT

Budgeted:	Yes	This FY*:	\$	50,000
Budget Source:	Operating	FY12	\$	80,000
Funding Source:	Operating	FY13:	\$	80,000
Cost Cntr/GL Acct(s) or Capital Project #:	87 630012	FY14:	\$	50,000
Total Budget:	\$ 260,000	Total Amount:	\$	260,000

*There is no fiscal impact at this time.

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 under a multi-year contract for three 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 let 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 2007. At that time, the proposed budget was \$140,000 a year (\$420,000 for three years). RT reduced this expense by approximately \$180,000 over the three-year period by changing the paper stock

Approved:

Presented:

FINAL 8/31/10

General Manager/CEO

Manager, Marketing and Communications

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to a lower-cost product, inventory control, and continuing a pocket timetable recycle program. The budget for this new solicitation has been significantly reduced based on the cost-cutting measures and recent service reductions.

Staff recommends that the Board authorize release of the Invitation to Bid for Printing of Bus and Light Rail Pocket Timetables.

RESOLUTION NO. 10-09-_____

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

September 13, 2010

**AUTHORIZING THE RELEASE OF THE INVITATION TO BID FOR
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 Invitation to Bid for Printing of Bus and Light Rail Pocket Timetables is hereby approved and authorized for release.

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

STEVE MILLER, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary