

Transportation Committee

For the Metropolitan Council meeting of November 9, 2016

Subject: Contract Award for Pocket Schedule Printing and Warehousing

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to enter into a five-year contract with American Financial Printing to print and warehouse pocket schedules for an amount not to exceed \$794,275.

Summary of Committee Discussion/Questions

This item was approved as part of the Consent Agenda at the Transportation Committee.

Motion by Letofsky, seconded by Rodriguez and passed.

Transportation Committee

Meeting date: October 24, 2016

For the Metropolitan Council meeting of November 9, 2016

Subject: Contract Award for Pocket Schedule Printing and Warehousing (consent)

District(s), Member(s): All

Policy/Legal Reference: Council Policy 3-3 Expenditures

Staff Prepared/Presented: Brian J. Lamb, General Manager, 612-349-7510

Bruce Howard, Director of Customer Services and Marketing, 612-349-7694

John Howley, Manager of Transit Information, 612-349-7410

Ben Rajkowski, Assistant Manager of Transit Information, 612-349-7397

Division/Department: Metro Transit/Transit Information

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to enter into a five-year contract with American Financial Printing to print and warehouse pocket schedules for an amount not to exceed \$794,275.

Background

Bus schedules are an important source of information for regional transit customers. Over the last five years, Metro Transit has printed and distributed between 2.8 million and 3.4 million schedules annually.

Metro Transit publicly solicited sealed bids for printed pocket schedules and sent invitations to obtain bidding documents to printing firms. Five bids were received.

Each bid was evaluated by applying the bid prices for each of the different sizes to the estimated one-year usage and determining an annual cost. Annual warehousing pricing was added to this number and multiplied over five years to determine the total five year pricing for printing and warehousing. Based on this analysis, American Financial Printing, Inc. submitted the low responsive bid of \$794,275.

Staff recommends award of this locally funded project to American Financial Printing, Inc. in the amount, not to exceed \$794,275.

Rationale

Metro Transit requires a new contract for printing and warehousing pocket schedules to replace the expiring contract. The previous contract term was five years, which improves operational stability.

Funding

Funds are available in the Metro Transit operating budget.

Known Support / Opposition

There is no known opposition to the proposed action.