

# Committee Report

Transportation Committee



**Committee Meeting Date:** July 22, 2024

**For the Metropolitan Council:** August 14, 2024

## Business Item: 2024-167

Pocket Schedule Printing, Warehousing & Distribution – Contract 24P009

### Proposed Action

That the Metropolitan Council authorize the Regional Administrator to execute contract 24P009 with SeaChange Printing & Marketing Services, LLC for pocket schedule printing, warehousing and distribution services in an amount not to exceed \$975,940.

### Summary of Transportation Committee Discussion/Questions

Metro Transit Transit Information Assistant Manager Jacob Brown presented this item. Carter, Toni asked what the term of the contract was. Brown stated it is a three-year contract, with 2 one-year options to extend.

It was moved by Carter, Toni, seconded by Morales. Motion carried, Consent to Council.



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Pocket Schedule Printing, Warehousing & Distribution, Contract 24P009

<b>District(s), Member(s):</b>	All
<b>Policy/Legal Reference:</b>	FM 14-2 Expenditures for the Procurement of Goods, Services, and Real Estate Policy
<b>Staff Prepared/Presented:</b>	Bonnie Kollodge, Director of Marketing & Transit Information Jacob Brown, Assistant Manager, Transit Information, 612-349-7348
<b>Division/Department:</b>	Metro Transit, Transit Information

### Proposed Action

That the Metropolitan Council authorize the Regional Administrator to execute contract 24P009 with SeaChange Printing & Marketing Services, LLC for pocket schedule printing, warehousing and distribution services in an amount not to exceed \$975,940.

### Background

Metro Transit's Transit Information department is responsible for maintaining customer information along routes, including route numbers and route information, schedules, and other details to help customers know where and when transit service is operating. Pocket schedules are an integral tool for providing customers with the information needed to utilize bus and train service and are especially useful to customers who are not able to access schedule information via mobile devices.

Over the past five (5) years, Metro Transit printed an average of one million pocket schedules annually to provide customers with updated transit service information. An Invitation for Bids was issued on March 19, 2024. There were six registered plan holders, four suppliers/subcontractors and two plan rooms. Three plan holders identified as minority, woman, veteran, small or disadvantaged enterprises. On April 23, 2024, a public bid opening was facilitated, and one bid was received. Procurement did not find any indication that the Council's specifications were restrictive and determined there was adequate competition for this project. SeaChange Printing & Marketing Services, LLC was determined to be the low, responsive, responsible bidder and is being recommended for award.

### Rationale

The execution of a professional services contract exceeding \$500,000 requires Council approval.

### Thrive Lens Analysis

The action advances the Thrive outcomes of Stewardship, Prosperity, Equity, Livability, and Sustainability. Continuing to provide accurate and accessible information for transit riders is essential to the transit customer experience.

## **Funding**

Funding for this contract is included in the Transit Information operating budget.

## **Small Business Inclusion**

The Office of Equity & Equal Opportunity (OEEO) assigned a Metropolitan Council Underutilized Business (MCUB) goal of 5% for this solicitation. OEEO determined that the firm being recommended for award has met the MCUB requirements of this contract. The recommended bidder, Sea Change Printing & Marketing, is an MCUB firm.

