

T Transportation Committee
Meeting date: September 12, 2011
Metropolitan Council Meeting: September 28, 2011

ADVISORY INFORMATION

Date: August 26, 2011
Subject: Contract Award for Pocket Schedule Printing and Warehousing
District(s), Member(s): All
Policy/Legal Reference: Council Policy 3-3 Expenditures
Staff Prepared/Presented: Brian Lamb, General Manager, 612-349-7510
Edwin Petrie, Director Finance, 612-349-7624
Bruce Howard, Director Customer Service and Marketing, 612-349-7694
John Howley, Manager of Customer Service and Marketing, 612-349-7410
Division/Department: Metro Transit Customer Services and Marketing

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 as specified per the bid rates through December 31, 2016.

Background

Bus schedules are the number two source of information for regional transit customers. Depending on the extent of route and service changes, Metro Transit has printed and distributed between 4.36 million and 5.02 million schedules annually in recent years.

Metro Transit publicly solicited sealed bids for printed pocket schedules and sent invitations to obtain bidding documents to 29 printing firms. Three 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 multiplying the annual cost by a 3% yearly raw material escalator, which will be subject to Council approval. Based on this analysis, American Financial Printing, Inc. submitted the low responsive bid of \$1,378,859 for the five-year contract period.

Staff recommends award of this locally funded project to American Financial Printing, Inc. in the amount, not to exceed \$1,432,200.

Rationale

Metro Transit requires a new contract for printing and warehousing pocket schedules to replace the expiring contract. Historically the printing and warehousing contract has been for a two-year term of service with an option to extend for a third year. Entering into a five-year term of service will improve operational stability.

Funding

Funds are available in the Metro Transit operating budget.

Known Support / Opposition

There is no known opposition to the proposed action.