

PROCUREMENT SUMMARY

NON-INVENTORY PAPER PRODUCTS / PS106951000

1.	Contract Numbers: PS106951000	
2.	Recommended Vendors: Fusion Media	
3.	Type of Procurement : (check one) : <input type="checkbox"/> RFP <input checked="" type="checkbox"/> IFB <input type="checkbox"/> IFB-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: July 25, 2023	
	B. Advertised/Publicized: July 25, 2023	
	C. Pre-Bid Conference: August 8, 2023	
	D. Bids Due: August 25, 2023	
	E. Pre-Qualification Completed: November 25, 2023	
	F. Ethics Declaration Forms submitted to Ethics: September 13, 2023	
	G. Protest Period End Date: January 23, 2024	
5.	Solicitations Picked up/Downloaded: 11	Bids Received: 2
6.	Contract Administrator: Antwaun Boykin	Telephone Number: (213) 922 -1056
7.	Project Manager: Robert Hartert	Telephone Number: (213) 922 – 5646

A. Procurement Background

This Board Action is to approve the award of Contract No. PS106951000 issued in support of Metro's in-house Print Shop for non-inventory paper products. Non-inventory paper products are required to produce customer information collateral, such as bus and train timetables, maps and transit information, program brochures, posters, temporary signs and wayfinding, reports, and other public communications materials. The Print Shop also produces many forms for the Metro stationery department. Board approval of contract awards is subject to resolution of any properly submitted protest(s).

On July 25, 2023, Invitation for Bids (IFB) No. PS106951 was issued in accordance with Metro's Acquisition Policy and the contract type is firm fixed unit rate. The IFB was issued with a Disadvantaged Business Enterprise (DBE) goal of 12%.

There were no amendments issued during the solicitation phase of this IFB.

A virtual pre-bid conference was held on August 8, 2023, and was attended by 5 participants representing 4 firms.

A total of 11 firms downloaded the IFB and were included in the planholders list. There was 1 question asked and responded to prior to the bid due date.

Two (2) bids were received by the due date of August 25, 2023, from the following firms listed below in alphabetical order:

1. Fusion Media
2. Kelly Spicers

B. Evaluation of Bids

The procurement was conducted in accordance with and complies with Metro’s Acquisition Policy for a competitive sealed bid.

The apparent lowest bid was submitted by Kelly Spicer and its bid was further evaluated to determine responsiveness to the solicitation requirements. Kelly Spicer was determined to be non-responsive to the solicitation’s Disadvantaged Business Enterprise requirements. The recommended firm, Fusion Media, was the second lowest bidder, and its bid was further evaluated and determined to be responsive to the solicitation requirements.

C. Price Analysis

The recommended amount and the independent cost estimate (ICE) are based on historical usage, planned usage and unforeseen future needs for paper products. The bid amount was determined fair and reasonable based on the ICE, price analysis, technical analysis, and historical rates. The bidder provided fully burdened rates for the non-inventory paper products, which Metro’s staff validated and determined fair and reasonable.

	Bidder Name	Bid Amount	Metro ICE	Recommended Amount
1	Fusion Media	\$848,448.74	\$3,500,000	\$3,500,000

The variance between the Bid Amount and the Recommended Amount is attributed to the solicitation bid documents, including a market basket of paper products that were used for bidding purposes only to determine the lowest bidder. The bid amount established individual pricing for various paper products. The recommended amount is based on forecasted usage during the contract term.

D. Background on Recommended Contractor

The recommended firm, Fusion Media, is a wholesale paper merchant that is based in Los Angeles that specializes in paper, printing services and supplies, and supply chain management. Fusion Media provides services for several industries including healthcare, public utilities, and transportation among others.

