



Board Report

File #: 2019-0607, **File Type:** Contract

Agenda Number: 46.

**EXECUTIVE MANAGEMENT COMMITTEE
OCTOBER 17, 2019**

SUBJECT: OUTSIDE PRINTING SERVICES BENCH

ACTION: AWARD CONTRACTS

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to:

- A. AWARD five-year, task order-based, bench Contract Nos. PS63216000 and PS63216001 to the following firms, to provide outside printing services, for an aggregate not-to-exceed amount of \$2,500,000, effective November 1, 2019, subject to resolution of protest(s), if any;
 - 1. PS63216000 Fusion Media
 - 2. PS63216001 Pacific Graphics; and

- B. EXECUTE individual task orders under these Contracts for outside printing services for an aggregate not-to-exceed amount of \$2,500,000.

ISSUE

Metro has a recurring need for outside printing services whenever production requirements exceed in-house resources and capacity, such as during Division shake-ups and grand opening of projects, and to handle other complex printing jobs and time-sensitive materials. Printed materials include specialty items such as maps, posters, artwork, direct-mailers and other literature essential to the execution of Metro's mission.

Award of these contracts does not obligate any funds and it establishes a bench of qualified printing vendors that can readily provide printing services on an as-needed basis.

DISCUSSION

Metro's in-house Print Shop produces all bus and rail timetables, bus cards, brochures, and other customer communication materials. At peak times such as Division shake-ups, and/or when the volume, complexity and time-sensitivity of print jobs are beyond the internal capacity of the Print Shop's equipment and personnel, outside printing services are requested to meet the agency's

needs. An outside printing services bench is needed for Metro to have access to outside printing services for emergency and overflow printing needs in support of Metro's projects and initiatives.

DETERMINATION OF SAFETY IMPACT

This program does not affect the incidence of injuries or healthful conditions for patrons or employees. Therefore, approval of this request will have no impact on safety.

FINANCIAL IMPACT

The funding of \$300,000 for outside printing services is included in the FY20 budget in cost center 7140, Customer Communications, line 50316, under project number 100001 (General Overhead), 300066 (Rail Ops Expo), and 306005 (Public Affairs). Since these are multi-year contracts, the cost center manager and Executive Officer will be responsible for budgeting the cost in future years. In FY19, \$375,000 was expended on this line item. Funding is also furnished by various departments that charge to the bench contract. Examples are, but not limited to, Safety, Construction, OMB, Operations, and Metro Art. There are new rail line openings scheduled in the next couple of years and funding will be needed to cover additional print costs that are always associated with these events.

ALTERNATIVES CONSIDERED

The Board may decline to approve the award of bench contracts and instead expand Metro's internal printing capacity to handle agency printing requirements in-house. This is not recommended because this requires the purchase of limited-use equipment and hiring of additional staff to operate the equipment, which may not be cost-effective.

NEXT STEPS

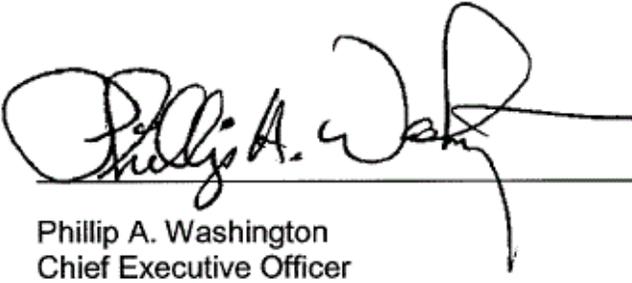
Upon Board approval, staff will execute these outside printing services bench contracts, effective November 1, 2019, and work will be competed as needed on a task order basis.

ATTACHMENTS

Attachment A - Procurement Summary
Attachment B - DEOD Summary

Prepared by: Robert Hartert, Printing Services Supervisor, (213) 418-3206
Antwaun Boykin, Sr. Contract Administrator (213) 922-1056

Reviewed by: Yvette Rapose, Chief Communication Officer, (213) 418-3154
Debra Avila, Chief Vendor/Contract Management Officer,
(213) 418-3051



Phillip A. Washington
Chief Executive Officer