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Title: Approve the award of a product requirements contract, with two optional one-year extensions, to Casey Printing of King City, California, for FAX schedule guide printing services for a total \$60,999.61 for the first two years, not to exceed \$121,999.22 over four years (Bid Eval 9572)

Sponsors: Department of Transportation

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Attachments: 1. Bid Eval 9572

Date	Ver.	Action By	Action	Result
4/28/2021	1	City Council	approved	Pass

REPORT TO THE CITY COUNCIL

April 28, 2021

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SUBJECT

Approve the award of a product requirements contract, with two optional one-year extensions, to Casey Printing of King City, California, for FAX schedule guide printing services for a total \$60,999.61 for the first two years, not to exceed \$121,999.22 over four years (Bid Eval 9572)

RECOMMENDATION

Staff recommends Council approve the award of a two-year product requirements contract, with two optional one-year extensions, to Casey Printing of King City, California, for schedule guide printing services for a total of \$60,999.61 for the first two years, not to exceed \$121,999.22 over four years.

EXECUTIVE SUMMARY

The Department of Transportation-FAX seeks to award a product requirements contract to provide printing services. The requirements contract will be utilized to print schedule guides which are provided to passengers at no cost and used to navigate the bus system. The product requirements contract is being awarded through a competitive bidding procurement process and funded using local transportation funds. This is a re-bid of Bid File 9542 which Council approved rejecting all bids on October 22, 2020, in order to try and solicit additional participation from local vendors. The Purchasing division conducted outreach to fourteen local vendors to encourage bidding and extended assistance on how to register and use Planet Bids. In addition, the department changed the funding source for this procurement from federal to local, since federal funds require more stringent contract language which may deter vendors from participating. On January 26, 2021, five sealed bids were received and opened at a public bid opening, including one bid from a local vendor. The lowest responsive and responsible bid was from Casey Printing of King City, CA.

BACKGROUND

FAX provides schedule guides to transit passengers on FAX buses. The schedule guides are available for free to transit passengers on the fleet of 115 buses. FAX publishes schedule guides up to five times per year, with orders between 12,000 and 18,000 schedule guides per order, as needed.

Each schedule guide includes the FAX system map, the night service map, individual maps and timetables for the 18 transit routes, information on fares and passes, and other relevant information, such as how to ride the bus, rules to abide by, Handy Ride information, the holiday schedule, Title VI notifications, and contact information for Handy Ride, the Manchester Transit Center and the FAX administration office. All information is provided in English and Spanish.

A Notice Inviting Bids was published in the Business Journal on December 23, 2020, and posted to the City's Website via Planet Bids. Three building exchanges received the bid and the bid specifications were delivered to 12 prospective bidders. Five sealed bids were received and opened at a public bid opening on January 26, 2021. Casey Printing was determined to be the lowest responsive and responsible bidder and FAX staff recommends Council approve the award of a two-year product requirements contract, with two optional one-year extensions, to Casey Printing of King City, CA, for schedule guide printing services for a total of \$60,999.61 for the first two years, not to exceed \$121,999.22 over four years.

ENVIRONMENTAL FINDINGS

By the definition provided in the California Environmental Quality Act (CEQA) Guidelines Section 15378, the award of this products requirements contract does not qualify as a "project" as defined by CEQA.

LOCAL PREFERENCE

Local preference was considered, calculated and applied but did not alter the bid results. The only Fresno company who participated quoted a final bid that was more than double the bid of Casey Printing. The Fresno company bid ranked highest in cost of all five bids received.

FISCAL IMPACT

No General Funds will be used to purchase these items. The source of funding for the cost of printing schedule guides will be local transportation operating funds.

Attachment: Bid Eval 9572