



## Legislation Details (With Text)

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**Title:** Reject all bids for a product requirements contract for schedule guide printing services, and the department will re-bid the contract (Bid File 9542)  
**Sponsors:** Department of Transportation  
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## REPORT TO THE CITY COUNCIL

**October 22, 2020**

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## SUBJECT

Reject all bids for a product requirements contract for schedule guide printing services, and the department will re-bid the contract (Bid File 9542)

## RECOMMENDATION

Staff recommends Council reject all bids for the Department of Transportation, FAX Division schedule guide printing services.

## EXECUTIVE SUMMARY

FAX solicited product requirements contract bids to provide schedule guide printing services. On June 26, 2020, three sealed bids were received and opened at a public bid opening. In an effort to

expand opportunities for more companies, the department will re-bid the contract and the Purchasing Division will conduct extensive vendor outreach, including contacting vendors after the new solicitation has been published, sending invitations to participate in the competitive bid process, and providing assistance if they need help registering with Planet Bids.

## **BACKGROUND**

FAX provides schedule guides to transit passengers. The schedule guides are available for free to transit passengers on the fleet of 110 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 17 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, information on routes operated by Clovis Transit, and contact information for Handy Ride, the Manchester Transit Center, the FAX administration office, and Clovis Transit. All information is provided in English and Spanish.

A Notice Inviting Bids was published in the Business Journal on June 5, 2020, and posted to the City website via Planet Bids. Four building exchanges received the bid and the bid specifications were delivered to 14 prospective bidders. Three sealed bids were received and opened at a public bid opening on June 26, 2020. Casey Printing was determined to be the lowest responsive and responsible bidder. However, in an effort to expand opportunities for more printing companies, all bids are being rejected and FAX will re-bid the contract. The Purchasing Division will conduct extensive vendor outreach, including contacting vendors after the new solicitation has been published, sending invitations to participate in the competitive bid process, and providing assistance if they need help registering with Planet Bids.

## **ENVIRONMENTAL FINDING**

By the definition provided in the California Environmental Quality Act (CEQA) Guidelines Section 15378, the award of this products requirement contract does not qualify as a project; therefore, it is exempt from the CEQA requirements.

## **LOCAL PREFERENCE**

Local preference not applicable as this is a rejection of all bids.

## **FISCAL IMPACT**

There is no fiscal impact to the General Fund from this request because it is a rejection of all bids.