




Item #14

**DATE** June 6, 2018  
**TO** GCTD Board of Directors  
**FROM** Tanya Hawk, Buyer   
**SUBJECT** Consider Authorizing Award of Contract to Valley Business Printers for Bus Book Printing

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## I. EXECUTIVE SUMMARY

An Invitation for Bid was issued on April 27, 2018, using the Public Purchase website, to provide Gold Coast Transit District (GCTD) with Bus Book Printing services for a one-year period with two (2) one-year option periods. GCTD typically orders two bus book printings each year. Pricing is firm fixed for all orders for the entire term of the contract.

GCTD received five (5) bids in response to our IFB. Bids were submitted by: Casey Printing, Dual Graphics, The P.A. Hutchison Co., Taylor Communications, and Valley Business Printers LLC. The five (5) bids submitted were all determined to be responsive bids. One (1) no bid was also received.

A price analysis, including pricing for the option years, was then conducted on the remaining five (5) bids received. Valley Business Printing was the lowest bidder overall. Based on adequate competition, Valley Business Printer's bid is considered fair and reasonable.

**IT IS RECOMMENDED the Board of Directors authorize award of a contract for Bus Book Printing to Valley Business Printers in the amount of \$35,548.00 for the initial one-year period and \$74,326.00 for two (2) option periods for a total contract amount of \$109,874.00 and approval for an additional 5% (\$5,493) for any changes to the bus book during term of contract.**

## II. BACKGROUND

The District uses bus books to provide information for the community regarding fixed routes, fares, maps, ticket outlets and other intercity transits, GCTD currently prints approximately 65,000 bus books (base quantity) in each printing. There are

approximately 84 pages plus a cover/back and center spread/system map. In addition to the annual base quantity, GCTD will also have an option for a second printing of the same quantity. Prior to issuance of the option quantity there may be required changes to the bus book.

With the expiration of the current purchase order for Bus Book Printing, GCTD is required to go out to bid to ensure continued fair and reasonable pricing. The current purchase order expired in May 2018. GCTD usually purchases bus books in July and, if the option quantity is used, again in January.

An Invitation for Bid was issued on April 27, 2018. The resulting contract is for an initial one year period with options for two (2) additional one-year periods. Pricing is firm fixed for the entire term of the contract.

The IFB was publicized on our website, on the Public Purchase website and those on the previous IFB's Bidder's list were also notified. Over seventy (70) vendors accessed our IFB.

Five (5) proposals were received and all were determined to be responsive bids.

A price analysis was conducted using all five bidders. The total contract pricing is summarized as follows.

Description	Casey Printing	Dual Graphics	The P.A. Hutchison	Taylor Communications	Valley Printers
1.Base Year Base Quantity	\$20,641.00	\$32,752.00	\$19,196.00	\$30,507.54	\$17,774.00
1a. Base Year Option Quantity	\$16,185.00	\$32,752.00	\$18,1874.00	\$30,507.54	\$17,774.00
2.Option Year 1 Base Quantity	\$20,641.00	\$33,407.00	\$19,196.00	\$30,507.54	\$18,307.00
2a. Option Year 1 Option Quantity	\$16,185.00	\$33,407.00	\$18,1874.00	\$30,507.54	\$18,307.00
3.Option Year 2 Base Quantity	\$20,641.00	\$34,075.14	\$19,196.00	\$30,507.54	\$18,856.00
3a. Option Year 2 Option Quantity	\$16,185.00	\$34,075.14	\$18,1874.00	\$30,507.54	\$18,856.00
<b>TOTAL</b>	<b>\$110,478.05</b>	<b>\$ 200,468.28</b>	<b>\$ 114,210.28</b>	<b>\$183,045.24</b>	<b>\$109,874.00</b>

Based on the above information, it was determined that the pricing for the one-year base period and two (2) one-year option periods from Valley Business Printers is lowest and therefore, most advantages to GCTD. Based on the above analysis, Valley Business Printers proposed pricing is considered fair and reasonable.

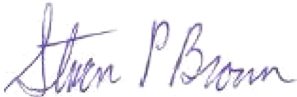
Valley Business Printers proposed firm fixed pricing for the base year of the contract and the two (2) one-year option periods. A price escalation provision was included in the terms and conditions of the contract and will be tied to Consumer Price Index (CPI). Staff will ensure the proposed pricing for any option year exercised will be fair and reasonable by conducting a price analysis prior to exercising the option.

A responsibility determination was conducted on Valley Business Printers. They are the incumbent contractor and GCTD has had no issues with their current performance. Staff confirmed that Valley Business Printers was not listed in the System for Award Management (SAM) nor were there any complaints filed with the Better Business Bureau (BBB). As a result, Valley Business Printers was determined to be a responsive, responsible contractor capable of meeting the requirements.

### **III. SUMMARY & RECOMMENDED ACTION**

**IT IS RECOMMENDED the Board of Directors authorize award of a contract for Bus Book Printing to Valley Business Printers in the amount of \$35,548.00 for the initial one-year period and \$74,326.00 for two (2) option periods for a total contract amount of \$109,874.00 and approval for an additional 5% (\$5,493) for any changes to the bus book during term of contract.**

Concurrence:



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Steven P. Brown  
General Manager