

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-51

Meeting Date: April 27, 2020

Item Title: Photography Services

BACKGROUND

Fort Worth Transportation Authority (Trinity Metro) contracts with third party vendors to provide photography services for various Trinity Metro needs including but not limited to TEXRail, Trinity Railway Express, Dash, Central Station, etc. These services are performed at various times during the year depending on the needs of our Marketing Department. Services are performed mostly during regular business hours, however some after hour work may be needed as required.

PROCUREMENT

Trinity Metro's Procurement Department has followed procurement policy with RFP 20-T20 and is in compliance with all applicable Federal, State, and Trinity Metro's procurement requirements. The current contract with Ken Fitzgerald photography, BA2019-38 with Trinity Metro expired 9/25/2019 and in accordance with Trinity Metro's Procurement Policy, an Invitation for Bid RFP 20-T020 for Photography was issued and advertised on the FWTA's web site.

An RFP was determined to be the appropriate method of procuring for a photographer. It was determined that adequate competition exists and a detailed specification was provided. The contract will be awarded based on "Best Value" which will be determined by the evaluation committee.

Two (2) proposal responses were received, One from Kenneth Fitzgerald dba Railroad Historical Photography with a Rate of \$100 per hour for all services, and Reginald Loftin Photographer with a rate of \$150 per hour for all services. The proposal from Kenneth Fitzgerald was determined to be fair and reasonable, based on historical price, and was the lowest price for the photography services.

FINANCING

The cost of the photography service is included in Trinity Metro's FY2020 Operating Budget. Funds for future years of the contract will be included in the proposed budgets for those years.

RECOMMENDATION

We request that Trinity Metro Board of Directors authorize the President & Chief Executive Officer to execute a Contract with vendor Kenneth Fitzgerald dba Railroad Historical Photography at a rate of \$100 per hour for three (3) years for a total not-to-exceed the amount of \$108,000.

Disposition by Board of Directors

Apr-29-2020

DocuSigned by:

165A1247506A45D...

Secretary Approval:

DATE