

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2021-40

Meeting Date: March 22, 2021

Item Title: Award of Contract for Printing Services

BACKGROUND

Since 2016, Trinity Metro has utilized professional services for all agency printing needs. Professional printing services are tied to all Trinity Metro departments and range from route schedules, the system map, large format station signage and schedules, TEXRail schedules, marketing brochures and flyers, and promotional items such as postcards and flyers. Printing services are also provided for vehicle decals and magnets and agency identity pieces such as business cards, letterhead, and envelopes.

Trinity Metro has a continued need for these services to maintain existing operations and support upcoming and new projects. Our current contract with Cockrell Enovation ends at the end of April and there are no renewal options left.

PROCUREMENT

In accordance with the Trinity Metro Procurement Policy, Request for Proposal 21-T012 for Printing Services was issued on Feb. 1, 2021. Two firms submitted a response to the RFP. Those firms included:

Cockrell Enovation
AC Printing

After final evaluations, Cockrell Enovation was determined to be the highest ranking proposer for selected award.

The Trinity Metro Procurement Department has followed procurement policy with Request for Proposal and complies with all applicable Federal, State, and Trinity Metro's procurement requirements.

FINANCING

Funds for the first year of the agreement are available in Trinity Metro's FY2021 Operating Budget. Funds for future years of the agreement will be considered in the proposed operating budgets for those years.

DBE UTILIZATION

The DBE goal for this solicitation was 10%. Cockrell Enovation included a good faith effort to achieve this goal in their response.


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Page: 2

RECOMMENDATION

The Planning, Operations and Marketing Committee recommends the Trinity Metro Board of Directors authorize the President / Chief Executive Officer to enter into a three-year agreement with two one-year renewal options with Cockrell Enovation for printing services in an amount of \$1,600,000 plus a 5% (\$80,000) contingency for unforeseen expenses, for a total not to exceed amount of \$1,680,000.

Disposition by Board of Directors


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Mar-23-2021

Secretary Approval:

DATE