



**PIERCE TRANSIT BOARD OF COMMISSIONERS
EXECUTIVE FINANCE COMMITTEE
3701 96th ST SW, Lakewood, WA 98499
Grand Conference Room
April 21, 2016 – 3:00 PM
AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES: February 18, 2016 Meeting Minutes

ACTION AGENDA:

1. FS 16-025, A Motion Authorizing Changing the Executive Finance Committee Meeting Date from the Third Thursday of Each Month to the Fourth Thursday of Each Month
2. FS 16-026, A Motion Authorizing the Chief Executive Officer to Enter into and Execute a Contract with Consolidated Press for Printing Services for Pierce Transit's Route and Schedule Booklets

Dana Henderson
General Counsel

Kathy Walton
Marketing Manager

PRESENTATIONS/DISCUSSIONS

COMMISSIONER COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

American Disability Act (ADA) accommodations are available with a 72-hour notice. An interpreter for the hearing impaired will be provided upon request with a minimum notice of two weeks. Please contact the Clerk's office at 253-581-8066 for special accommodations. Meeting room is wheelchair accessible. Registered SHUTTLE customers may obtain specialized transportation to and from the hearing by calling SHUTTLE at 253-581-8000 from one to five days in advance of the hearing.

**PIERCE TRANSIT
EXECUTIVE FINANCE COMMITTEE MEETING
3701 96th STREET SW, LAKEWOOD, WA
GRAND CONFERENCE ROOM**

February 18, 2016

MINUTES

CALL TO ORDER

Chair Talbert called the meeting to order at 3:05 PM.

ATTENDANCE

Executive Finance Committee Commissioners present:

Rick Talbert, Chair, Pierce County Councilmember
Daryl Eidinger, Vice Chair, City of Edgewood Mayor
Don Anderson, City of Lakewood Mayor
Kent Keel, City of University Place Mayor Pro Tem

Staff present:

Sue Dreier, Chief Executive Officer
Vivienne Kamphaus, Interim Chief Administration Officer
Dana Henderson, General Counsel
Deanne Jacobson, Assistant to the CEO/Clerk of the Board
Larry McCarty, Facilities Maintenance Manager

APPROVAL OF MINUTES

Commissioners Anderson and Keel **moved** and seconded to approve the January 21, 2016 meeting minutes as presented.

Motion **carried**, 4-0.

ACTION AGENDA

1. FS 16-015, A Motion Authorizing the Chief Executive Officer to Execute a Multi-Year Contract with AtWork! For Landscaping/Grounds Maintenance

Commissioners Anderson and Keel **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a multi-year contract with AtWork! For landscaping/grounds maintenance services for seventeen (17) Pierce Transit sites for three (3) years, with two (2) optional one-year extensions for an approximate cost of \$430,000 if both option years are utilized, additional services are occasionally needed and possible annual CPI increases.

Facilities Maintenance Manager Larry McCarty presented on the item. He reported that Pierce Transit has been without landscaping and grounds maintenance services since October of 2015. He noted that Pierce Transit is pleased to be awarding a contract to an agency that helps and employs people with disabilities.

Motion **carried**, 4-0.

PRESENTATIONS/DISCUSSIONS ~ None

COMMISSIONER COMMENTS ~ None

EXECUTIVE SESSION ~ None

ADJOURNMENT

The meeting was adjourned at 3:12 p.m.

Deanne Jacobson
Assistant to the CEO/ Clerk of the Board

Rick Talbert, Chair
Board Executive Finance Committee

FACT SHEET – EXECUTIVE FINANCE COMMITTEE

TITLE: A Motion Authorizing Changing the Executive Finance Committee Meeting Date from the Third Thursday of Each Month to the Fourth Thursday of Each Month

DIVISION: Executive

ORIGINATOR: Deanne Jacobson, Clerk of the Board

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: General Counsel

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS: N/A

BUDGET INFORMATION

2016 Budget Amount
\$0

Required Expenditure
\$0

Impact
\$0

Explanation: N/A

BACKGROUND:

At the January 21, 2016, Executive Finance Committee (EFC) meeting, staff proposed changing the EFC meeting date from the third Thursday to the fourth Thursday of each month to improve efficiencies and to stagger the meeting date from the Regular Board meeting. Under the proposed new meeting date, the Executive Finance Committee meeting date would no longer, on occasion, occur during the same week as the Regular Board meeting, thus providing more flexibility for the Agency to transact business.

At the conclusion of the meeting, there was consensus amongst the members that the fourth Thursday of the month would be a viable meeting date. Staff stated that they would formalize the new meeting date and bring it back to a future Executive Finance Committee meeting for formal adoption.

ALTERNATIVES:

Do not move the meeting date to the fourth Thursday.

RECOMMENDATION:

Approve changing the meeting date from the third Thursday of each month to the fourth Thursday of each month, with the next regular meeting scheduled for May 26, 2016.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Rick Talbert, Chair
Executive/Finance Committee

ATTEST:

Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET – EXECUTIVE FINANCE COMMITTEE

TITLE: A Motion Authorizing the Chief Executive Officer to Enter into and Execute a Contract with Consolidated Press for Printing Services for Pierce Transit’s Route and Schedule Booklets

DIVISION: Executive

ORIGINATOR: Kathy Walton, Marketing Assistant Manager

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: Communications/Marketing

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS: N/A

BUDGET INFORMATION

2016 Budget Amount \$72,100	Required Expenditure \$61,341/per edition	Impact \$0
	Approximate Total Expenditure \$660,000	
	(Not to exceed \$700,000)	

Explanation: The March 2016 route and schedule book has already been published and accounted for. The amounts above relate only to the edition that will be produced for the September 2016 service change. The required expenditure above is estimated based on proposed prices. Over the 5-year life of the new contract, 10 editions of the book will be published, at an estimated average cost of \$66,000 per service change.

BACKGROUND:

Pierce Transit’s route and schedule book, *The Bus Stops Here*, is published at each service change. Currently this occurs twice per year. As shown in our 2014 Customer Survey of fixed route riders, the bus book still remains the most cited source of information used by Pierce Transit riders. The current contract will expire on July 31, 2016.

The Invitation for Bid was released on March 21, 2016, and was posted on the Pierce Transit eBids website, Pierce Transit’s website, The Daily Journal of Commerce, Tacoma Daily Index and the Office of Minority & Women’s Business Enterprises (OMWBE). There were ninety-seven (97) vendors on the Plan Holders’ List and

twenty-three (23) of those vendors downloaded the bid documents. Pierce Transit did not receive any clarification questions regarding the solicitation and no vendors attended the public bid opening. One (1) proposal was received from our current vendor, Consolidated Press.

Although a large number of vendors downloaded the bid documents, staff suspects that many of the vendors do not have the large-capacity printing and bindery resources needed to produce booklets of this type. Others may have doubted their prices would be competitive enough. Over the years, the printing industry has changed significantly; staff observe that many printing companies have merged, closed their operations altogether, or shifted their business focus to other types of products. Consolidated Press has been operating for more than 80 years and has printing operations in both Tacoma and Seattle. Consolidated Press has successfully fulfilled its contract with Pierce Transit for years.

The proposer's bid prices are only slightly higher than the prices Pierce Transit is paying under its current contract.

ALTERNATIVES:

Reject the single bid and re-solicit. This is not recommended, as staff believes that Consolidated Press has provided quality product, good customer service and the bid price submitted is fair and reasonable.

RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a multi-year Contract with Consolidated Press for the printing of The Bus Stops Here Booklet for a term of one (1) year with four (4) optional one-year extensions, not to exceed the amount of \$700,000 over the life of the contract.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Rick Talbert, Chair
Executive/Finance Committee

ATTEST:

Deanne Jacobson, CMC
Clerk of the Board