

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2005-06**

**Contract Amendment for Royal ReproGraphics for Copying Services**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	1/6/05	Discussion/Possible Action	<b>Hugh Simpson, Chief Financial Officer</b> Ellen Gustafson, Manager, Project Delivery Support Services	(206) 398-5082  (206) 398-5094

<b>Contract/Agreement Type:</b>	✓	<b>Requested Action:</b>	✓
Competitive Procurement		Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	✓
Interlocal Agreement		Contingency Funds (Budget) Required	
Purchase/Sale Agreement		Budget Amendment Required	

✓ *Applicable to proposed transaction.*

**ACTION**

Authorizes the Chief Executive Officer to execute a contract amendment with Royal ReproGraphics to provide agency-wide copying services in the amount of \$124,523.11 for a new total authorized contract amount not to exceed \$429,924.11.

**KEY FEATURES**

- Authorizes the Chief Executive Office to execute a change order for copying services to ratify a contract overpayment.
- Original contract authority was exceeded, but expenses were within Board-approved budgets. Overpayment was caused by a database reporting error. Error was limited to a defined segment of blanket purchase orders. This change order is the only transaction that requires Board approval. All other errors were small amounts and were corrected through the administrative change order process. The error in the system has been mitigated and specific Sound Transit's financial controls regarding contractual authority and disbursements are working effectively.

**BUDGET IMPACT SUMMARY**

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

**BUDGET DISCUSSION**

Budget authority for this contract amendment was included in the Adopted 2005 Budget.

**REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS**

The proposed action is consistent with the current Board-adopted budget and is affordable within Sound Transit’s current long-term financial plan and the subarea financial capacity.

**BUDGET TABLE**

Not applicable to this item.

**M/W/DBE – SMALL BUSINESS PARTICIPATION**

Not applicable to this item.

**HISTORY OF PROJECT**

**Prior Board or Committee Actions and Relevant Board Policies**

<b>Motion or Resolution Number</b>	<b>Summary of Action</b>	<b>Date of Action</b>
M2002-36	Executed a contract with Royal ReproGraphics for agency-wide copying services, binding and related services not to exceed \$305,671.	3/21/02

In July 2001, Sound Transit advertised and issued an Invitation for Bids for agency-wide copying services. Eight bids were received and the contract was awarded to the lowest, responsive bidder, Royal ReproGraphics.

**CONSEQUENCES OF DELAY**

Not applicable to this item.

**PUBLIC INVOLVEMENT**

Not applicable to this item.

**LEGAL REVIEW**

JDW 12/3/04

## SOUND TRANSIT

### MOTION NO. M2005-06

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract amendment with Royal ReproGraphics to provide agency-wide copying services in the amount of \$124,523.11 for a new total authorized contract amount not to exceed \$429,924.11.

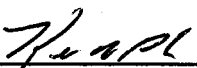
#### Background:

On March 21, 2002, a contract was executed with Royal ReproGraphics for agency-wide copying services, binding and related services not to exceed \$305,671. Due to a database reporting error, the contract authority was exceeded by \$124,523.11. The error in the system has been mitigated, and Sound Transit's financial controls regarding contractual authority and disbursements are working effectively.

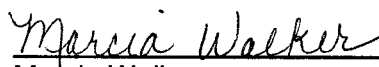
#### Motion:

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to execute a contract amendment with Royal ReproGraphics to provide agency-wide copying services in the amount of \$124,523.11 for a new total authorized contract amount not to exceed \$429,924.11.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on January 6, 2005.

  
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Kevin R. Phelps  
Finance Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator