

MOTION NO. M2018-55

**Paper Ticket Stock for Ticket Vending Machines**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	05/03/2018	Final Action	Mike Harbour, Deputy CEO <b>Jason Weiss, Chief Information Officer</b>

PROPOSED ACTION

Authorizes the chief executive officer to execute a three-year contract with two additional one-year options with Canada Ticket Inc. to provide paper ticket stock for ticket vending machines for a total authorized contract amount not to exceed \$243,636 plus applicable taxes.

KEY FEATURES SUMMARY

- The action will authorize a contract with Canada Ticket Inc. for paper ticket stock for ticket vending machines.
- Sound Transit supplies paper ticket stock for both tickets and receipts generated by the ticket vending machines (TVMs).
- This contract will provide for both types of ticket stock with design and formatting specifications as defined by Sound Transit.
- The funds on this contract will cover the on-demand purchase of ticket and receipt paper stock through 2023.
- The amount requested is sufficient to fund the initial term and the two one-year options of the contract.
- Applicable taxes are currently estimated to be \$24,607.

BACKGROUND

Sound Transit supplies the paper ticket and receipt stock for all Scheidt and Bachmann brand TVMs operated by Sound Transit and King County Metro. Tickets were previously purchased from Scheidt and Bachmann, however Scheidt and Bachmann are no longer providing the tickets required for the specific TVMs operated by Sound Transit.

These are an ongoing consumable purchase as each ticket generated and each receipt requested consumes the ticket stock to produce these items. Estimated consumption over five years is approximately eleven thousand rolls of ticket stock and five thousand rolls of receipt stock. Rolls are 2,000 tickets or receipts each.

PROCUREMENT INFORMATION

Procurement and Contracts issued IFB RTA/IB 0157-17 on February 9, 2018, for the purpose of purchasing vending machine ticket stock. It was determined that the best method of procurement was an Invitation for Bid (IFB) where the bids are evaluated based on lowest total price.

On March 2, 2018, four bids were received in response to this IFB. All bidders were found to be both responsive and responsible and therefore on March 22, 2018, notice of intent to award was issued to the vendor offering a responsive/responsible bid with the lowest total price.

**FISCAL INFORMATION**

The proposed action will be funded from the materials and supplies category within the Finance and Information Technology Department’s annual operating budget. The material and supplies category budget is \$1,875,646 of which a total of \$99,100 is estimated to be spent in the first year of the contract and is within the agency’s budget authority. After approval of this action, the remaining annual budget amount will be used to fund other department expenditures anticipated in the 2018 annual budget.

Funding for the additional years of the contract will be included in future annual budget requests.

**Finance and Information Technology**  
(in thousands)

Cost Category	2018 Annual Operating Budget <sup>1</sup>	YTD Actuals <sup>2</sup>	This Action (Current Year Impact Only)	YTD Actuals Plus Action (Current Year Only)	Remaining Annual Operating Budget
Salaries and Benefits	\$27,467	\$5,104		\$5,104	\$22,363
Services	13,822	2,110		2,110	11,712
Materials and Supplies	1,876	607	99	706	1,170
Utilities	1,068	194		194	874
Insurance	8,533	1,693		1,693	6,840
Miscellaneous	448	169		169	279
Leases and Rentals	466	138		138	328
<b>Total Annual Operating Budget</b>	<b>\$53,679</b>	<b>\$10,015</b>	<b>\$99</b>	<b>\$10,114</b>	<b>\$43,565</b>

  

Contract Spending Plan	Forecasted Spend for Remainder of 2018			Total
	Spending to Date <sup>3</sup>	Future Spending		
Canada Ticket Inc.	\$	\$99	\$169	\$268

  

Contract Detail	Board Approved Contract Value	Proposed Action	Proposed Revised Board Approved Contract Value
	Canada Ticket Inc.	\$	\$244
Contingency	-	-	-
Estimated Tax	-	25	25
<b>Contract Amount - Total</b>	<b>\$</b>	<b>\$268</b>	<b>\$268</b>
Percent Contingency	0%	0%	0%

Notes:  
<sup>1</sup>2018 Annual Operating Budget is located on page 25 of the Adopted 2018 Budget book.  
<sup>2</sup>YTD Actuals as of March 31, 2018.  
<sup>3</sup>Spending to Date as of March 31, 2018.

**SMALL BUSINESS/DBE PARTICIPATION**

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Small Business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

Sound Transit determined that there were few Small Business and DBE subcontracting opportunities based upon the work described in this contract, so Small Business/DBE goals were not established.

#### PUBLIC INVOLVEMENT

Not applicable to this action.

#### TIME CONSTRAINTS

A one-month delay would not significantly impact the agency's timeline for delivery of tickets.

#### ENVIRONMENTAL REVIEW

KH 4/26/2018

#### LEGAL REVIEW

AJP 4/27/2018



**MOTION NO. M2018-55**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a three-year contract with two additional one-year options with Canada Ticket Inc. to provide paper ticket stock for ticket vending machines for a total authorized contract amount not to exceed \$243,636 plus applicable taxes.

**BACKGROUND:**

Sound Transit supplies the paper ticket and receipt stock for all Scheidt and Bachmann brand TVMs operated by Sound Transit and King County Metro. Tickets were previously purchased from Scheidt and Bachmann, however Scheidt and Bachmann are no longer providing the tickets required for the specific TVMs operated by Sound Transit.

These are an ongoing consumable purchase as each ticket generated and each receipt requested consumes the ticket stock to produce these items. Estimated consumption over five years is approximately eleven thousand rolls of ticket stock and five thousand rolls of receipt stock. Rolls are 2,000 tickets or receipts each.

The amount requested is sufficient to fund the initial term and the two one-year options of the contract.

**MOTION:**

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a three-year contract with two additional one-year options with Canada Ticket Inc. to provide paper ticket stock for ticket vending machines for a total authorized contract amount not to exceed \$243,636 plus applicable taxes.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held May 3, 2018.



Joe McDermott  
Operations and Administration Committee Vice Chair

ATTEST:

  
Kathryn Flores  
Board Administrator