Transit Authority of River City

MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: July 23, 2025

Re: Resolution 2025-28 -Facility wide printing services (Contract 20221763)

TARC has a myriad of printing needs that stretch across all departments, and represent everything from maintenance forms, to pocket schedules, promotional posters, bus shelter signage, and more. To fulfill those needs, TARC entered into a contract (20221763) with Clark and Riggs, a commercial printer based in Louisville, in February 2023 to provide a full range of printing services. The contract included an initial contract term of three (3) years, with an option of two (2) additional one-year terms. The original contract had a not-to-exceed (NTE) amount of $250,000.

The final year of the initial three (3) year term is scheduled to expire in February 2026. TARC also anticipates that the not-to-exceed limit of the initial contract will be reached in Fall 2025. For these two reasons, TARC staff would like to exercise the two additional optional years on the contract with Clark and Riggs and add $403,000 amount to the contract which will make the new NTE amount total $653,000.

TARC has been satisfied thus far with the services of Clark and Riggs. In the initial bidding process for the contract in 2022, Clark and Riggs Printing received the highest score of four total proposals. Since taking over the contract Clark and Riggs have been responsive and prompt on all orders and inquiries. The firm has also been flexible – for example, closely working with TARC to quickly put together a pricing structure and production process for shelter ad production when TARC took over shelter advertising sales in 2024. They have also completed an ordering dashboard – a single online portal, preloaded with approved print materials (provided in cooperation with the TARC's Department of Marketing and Communications) where a sole designee from each department can select the print and quantity required as needed based on the contract terms and pricing. This has created a streamlined, more efficient process internally.

The original NTE amount was intended to cover three (3) years – the period of the initial contract. The amount was based on a rough average of annual spending on printed materials in the five years before the new contract solicitation process. Staff projects to exceed the spending limit a few months before the end of the initial three-year contract due to the addition of shelter advertising printing needs in 2024 – something that was not foreseen during the initial solicitation. Staff is asking for an additional $403,000 to be added to the NTE amount in order to cover the expected costs of routine printing in Years 4 and 5 of the contract as well as projected TARC 2025 implementation costs for items like new bus stop shelter signs, wayfinding products, and a complete overhaul of the paper bus schedule inventory.

Transit Authority of River City

The following resolution requests that the Board of Directors authorize the Executive Director to enter into an agreement with Clark and Riggs printing for facility-wide printing services for the two optional years of the contract 20221763 with an additional $403,000 added to the NTE amount, for a total of $653,000 for the five-year life of the contract from February 6, 2023 to February 5, 2028.

Please call me at 561-5100 if you have any questions. Thank you.

Transit Authority of River City

RESOLUTION 2025-28
FACILITY WIDE PRINTING SERVICES

A Resolution authorizing the Executive Director to exercise the two additional optional years for the Clark and Riggs facility wide printing services contract 20221763, with a total NTE amount of $653,000 for the lifetime of the five-year contract.

WHEREAS, TARC has determined the need for an on-call facility wide printing services contract with an outside vendor; and

WHEREAS, TARC entered into a contract with Clark and Riggs in February 2023 for facility wide printing services after an evaluation committee comprised of knowledgeable TARC staff from relevant departments reviewed and scored each of the proposals; and

WHEREAS, the contract began in February 2023 with a three-year (3) initial term with two (2) optional years; and

WHEREAS, TARC staff have determined that the services provided by Clark and Riggs meet the standards needed to extend the contract; and

WHEREAS, TARC staff have evaluated the expected outside printing needs of the agency and corresponding costs to the agency through January 2028; and

WHEREAS, the initial contract had an initial NTE amount of $250,000; and

WHEREAS, exercising the option years will require the contract to be increased in the amount of $403,000;

WHEREAS, the new total contract NTE amount is $653,000; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to enter into an agreement with Clark and Riggs printing for facility-wide printing services to exercise the two optional years of the contract with an additional $403,000 added to such contract for a new total NTE amount of $653,000 for the five-year life of the contract.

ADOPTED THIS 23rd DAY OF July 2025

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Ted Smith, Chair of the TARC Board of Directors