

**Washington Metropolitan Area Transportation Authority
Board Action/Information Summary**

<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	MEAD Number: 99850	Resolution: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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PURPOSE

To obtain Board approval to initiate and award a five-year requirements contract (two-year base contract and three one-year options) for the purchase of printing and copying paper for use in the Authority's central print facility and all WMATA facilities with copying machines.

DESCRIPTION

WMATA uses paper for printing bus timetables, operational forms, public information materials, how-to brochures, informational signs, safety materials, contract specifications, engineering drawings and copies of documentation for Authority operations. A long-term contract is advantageous in that it provides a stable price and protects WMATA from the fluctuations of the paper market. Paper prices have fluctuated upwards as the price of energy increases. WMATA's prices have not increased commensurate with prices nationally, but have remained constant due to our existing long-term contractual arrangements.

FUNDING IMPACT

Budget: Operating Budget, Fiscal 2008 through 2013

Office: Replication and Digitizing Services (RADS)

Account: Materials & Supplies - Graphics Arts Supplies

Impact on Operating Funds: Costs paid from the RADS Budget are reimbursed by expense transfers from accounts of the offices and departments placing printing orders and receiving digitizing services. After the reimbursements are made, the net cost to RADS will be zero because the costs are paid from other departmental budgets.

The impact on the RADS Budget for Graphic Arts Supplies, before reimbursements, is shown below:

	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Budgeted Amount	\$816,538	Note 2	Note 2	Note 2	Note 2	Note 2
Prior Approvals	\$400,000	--	--	--	--	--
This Action: Base Contract	\$400,000	\$800,000	\$400,000	--	--	--
This Action Option Years	--	--	\$400,000	\$800,000	\$800,000	\$400,000
Balance	\$16,538					

1. Paper purchases at the start of FY08 are being made under an extension of the existing contract until the new contract becomes effective on January 1, 2008.
2. Funding for subsequent years will be subject to Board approval of future operating budgets and the availability of funds.

RECOMMENDATION

That the Board approve to initiate and, subject to approval of budgets and the availability of funds, award a five-year requirements contract for the purchase of printing and copying paper for use in the Authority's central print facility and all WMATA facilities with copying machines.