

AGENDA ITEM 8-C
ACTION ITEM

TO: CHAIRMAN JENKINS AND THE VRE OPERATIONS BOARD

FROM: DALE ZEHNER

DATE: MAY 16, 2008

**RE: AUTHORIZATION TO ISSUE A PURCHASE ORDER FOR
PRINTING SERVICES FOR THE VRE UPDATE**

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to issue a purchase order to Lake Litho Printing and Marketing Services of Manassas, Virginia in an amount not to exceed \$50,000 for printing services related to the publication of VRE's bi-weekly on-board newsletter.

BACKGROUND:

In October 2004, VRE brought the publication of the on-board, bi-weekly *VRE Update* in-house. While VRE staff writes and lays out the newsletter, the services of an outside printing company must be obtained in order to publish the newsletter.

In September 2006, the Board authorized a \$50,000 purchase order to Lake Litho Printing and Marketing Services for the printing and delivery of the *VRE Update*. There is presently less than \$5,000 in funding under this prior authorization. As a result, VRE staff has obtained quotes from four vendors to arrive at the lowest possible printing cost for a new purchase order. The work scope includes copying, folding, and delivery to the outlying train yards.

Staff continues to sell the back page of the newsletter and a small space on the inside back cover to advertisers. Advertising is sold and managed by VRE and conforms to Operations Board approved advertising guidelines. All of the small advertising spaces have been reserved for the remainder of 2008. We have several of the large ad spaces reserved as well.

FISCAL IMPACT:

Printing costs are funded through the FY 2008 Operating budget. The approximately \$15,000 in advertising revenue is used to offset these costs.

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RESOLUTION
8C-05-2008
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, in September of 2006, the Operations Board authorized a purchase order for the publication of the bi-weekly newsletter, the *VRE Update*; and,

WHEREAS, there is presently less than \$5,000 in funding under this prior authorization; and,

WHEREAS, staff has obtained quotes from four vendors and is recommending award to the lowest bidder.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to issue a purchase order to Lake Litho Printing and Marketing Services of Manassas, Virginia in an amount not to exceed \$50,000 for printing services related to the publication of VRE's bi-weekly on-board newsletter.