



Total Available Funding: \$ 150,000

Estimated Cost: \$ 150,000

FTA Grant No.(s)

Line Item(s)

Operations/Department Code

Budget Code(s) 1760002.7150.16313

Budget Analyst Date 2/18/22

G. DBE/SBE Goal: 0 % DBE % Small Business

Director of Small Business Development Date 2/18/22

DBE/EEO Compliance Manager Date 2/18/22

H. Authorizations: I have reviewed and approved the final solicitation document.

Department Head Date 2/16/2022

Division Manager Date 2/16/2022

Director of Procurement Date 2/21/22

FOR PROCUREMENT USE ONLY

Type of Procurement Requested: (circle one) IFB RFQ RFP SS TWO-STEP

Invitation for Bid (IFB) This competitive method of awarding contracts is used for procurements of more than \$25,000 in value. The agency knows exactly what and how many of everything it needs in the contract, as well as when and how the products and services are to be delivered. The award is generally based on price.

Request for Quote (RFQ) This type of solicitation is often used to determine current market pricing.

Request for Proposal (RFP) This approach to contracting occurs when the agency isn't certain about what it wants and is looking to you to develop a solution and cost estimate.

Sole Source (SS) this procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements.

Two-step Procurement - request for qualifications step-one used in the formal process of procuring a product or service, It is typically used as a screening step to establish a pool of vendors that are then qualified, and thus eligible to submit responses to a request for price proposal (RFP). In this two-step process, the response to the RFQ will describe the company or individual's general qualifications to perform a service or supply a product, and RFP will describe specific details or price proposals.

Chief Financial Officer Date 2/22/22

Chief Executive Officer Date 2/22/22



To: Procurement Director
From: Angele Boutte, Director of Marketing
Re: Scope of Work – Print Services
Date: February 16, 2022

Objective:

Seeking a qualified printing vendor with the capacity to handle multiple print jobs for a variety of materials on a quick turnaround. Qualified vendor will handle all print production of materials including, but not limited to: maps, timetables, brochures, tickets, posters, signage, etc.

Goal:

The primary goal is to secure the most qualified and capable vendor to efficiently print/produce large quantities of high-quality materials on a very quick turnaround with short lead-times, as needed for the RTA.

Method:

1. RTA Marketing Department to supply final production files, along with the dimensions and quantities for each print.
2. RTA requests for materials may include but are not limited to: various paper stock and finishes, coroplast, styrene, laminate, vinyl stickers, die cuts, etc.
3. The RTA will determine the desired timeframe that all materials are to be available for proof approval and the deadline line for the completed materials to be returned to the agency.
4. The vendor will deliver all completed materials to the agency by the requested deadlines (TBD).

Product/Service:

1. Print production services, as designed and coordinated with RTA's marketing team, will be available to RTA annually based on the contractually determined terms after the vendor selection. The RTA marketing team will submit print requests to the vendor throughout each calendar year. RTA marketing requests that the vendor submit a proposal based on examples of print materials listed below. This list represents a sample of print materials and does not represent an actual order. Print materials may include, but are not limited to:
 - System Maps
 - Schedules and Timetables

- Brochures (various sizes)
- Signage (indoor and outdoor)
- Fare Tickets (foil)
- Stickers
- Car Cards
- Shelter Ads
- Bound booklets/ Manuals
- Invitations
- Banners with grommets

Vendors can provide a pricing sample for various quantities within their response.

2. Vendors should provide background on their experience providing high-quality print materials for customers, years of operations, staff, representative who will service and support our account, etc.

Timeline:

Begin in March 21, 2022

Annual term, for 3 to 5 years

Suggested Vendors:

MPress, Mele Printing, Universal Printing

Budget:

\$150,000 per year

Independent Cost Estimate (ICE)

INDEPENDENT COST ESTIMATE SUMMARY FORM

Project Name/Number:

Date of Estimate:

Description of Goods/Services:

Print vendor, printing services

- New Procurement
- Contract Modification (Change Order)
- Exercise of Option

Method of Obtaining Estimate:

Attach additional documentation such as previous pricing, documentation, emails, internet screen shots, estimates on letterhead, etc.

- Published Price List (attach source and date)
- Historical Pricing (attach copy of documentation from previous PO/Contract)
- Comparable Purchases by Other Agencies (attach email correspondence)
- Engineering or Technical Estimate (attach)
- Independent Third-Party Estimate (attach)
- Other (specify) _____ attach documentation
- Pre-established pricing resulting from competition (Contract Modification only)

Through the method(s) stated above, it has been determined the estimated

total cost of the goods/services is \$ 150,000

The preceding independent cost estimate was prepared by:

Angele Y. Bouite
Name

Director of marketing

Signature
Angele Y. Bouite

Regional Transit Authority
 INV.: Accounting Dept (504) 827-8407
 2817 Canal Street
 New Orleans, Louisiana 70119

Page - 1
 Date - 8/04/20
 Order No. - 912747-000
 Brn/Plt - 1760002

ABBOTT ENTERPRISES, LLC dba MPRESS
 4100 HOWARD AVENUE
 NEW ORLEANS LA 70119

SHIP REGIONAL TRANSIT AUTHORITY
 TO
 2817 CANAL STREET
 NEW ORLEANS, LA 70119

Ordered - 08/04/20 Vendor No. 5623000
 Delivery - 08/04/20 Tapes By
 Freight - Default - Handling Code

Print Services
 REQ # 04027
 PROMISED DELIVERY DATE - 09/04/20

Description / Supplier Item
 Print Services
 Non Security Purchas
 1760002.1750.16313

UM Unit Cost Extension
 EA EA 150,000.00



Flozell Daniels
 Chairman

RTA Board of Commissioners

Terms Net 30 Tax R: Sales Tax Total Order
 150,000.00

DATE RECEIVED
 RECEIVED BY
 CHECKED BY
 APPROVED BY

ORDER NUMBER AND
 PERSON TO WHOM ADDRESSED
 MUST APPEAR ON ALL
 PACKAGES AND INVOICES

REGIONAL TRANSIT AUTHORITY
 TAX EXEMPT

BY: *Mark Meyer*
 MANAGER, PURCHASING DEPT.
 ANY CONFLICT DISPUTE LOCAL PROCEEDINGS SETTLEMENT OR OTHER MATTER HAVING A
 LOCAL ASPECT SHALL BE SETTLED IN THE LOCAL JURISDICTION OF THE STATE OF LOUISIANA.

INV. DATE INV. NUMBER INV. AMOUNT TAX FREIGHT INV. TOTAL

2021 Printing budget

Description	Quantity	Amount before tax	Department	Invoice #	Invoice Date	P.O. #	Job #	Vendor	Notes
COVID-19 Social Distancing Sticker 8x10 4/0 Reprint	2,000	\$2,100.75	Operations	118542R	1/22/2021	912747-000	352307	Mpress	Tax Included on invoice \$198.52
RTA Emp. Code of CodeBooklet 12pg+Cvr 4.25x5.5 4/4	900								
RTA Employee Handbook 16pg+Cvr 4.25x5.5 4/4	900	(\$2,681.78)	HR	118658CR	1/22/2021	912747-000	352652	MPress	Tax Included on invoice (\$138.83)
RTA Emp. Code of CodeBooklet 12pg+Cvr 4.25x5.5 4/4	900								
RTA Employee Handbook 16pg+Cvr 4.25x5.5 4/4	900	\$2,681.78	HR	118658R	1/22/2021	912747-000	352652	Mpress	
RTA Streetcar Map 14x18 Map Folds 4/4	1,000	(\$744.04)	Operations	118680CR	1/22/2021	912747-000	352621	Mpress	Tax Included on invoice (\$70.31)
RTA Streetcar Map 14x18 Map Folds 4/4	1,000	\$744.04	Operations	118680R	1/22/2021	912747-000	352621	Mpress	
RTA2021 Holiday Car Card42"x11"- .040 Wht Sty 4/0	200	(\$2,783.96)	Operations	118659CR	1/22/2021	912747-000	352653	Mpress	Tax Included on invoice (\$263.08)
RTA2021 Holiday Car Card42"x11"- .040 Wht Sty 4/0	200	\$2,783.96	Operations	118659R	1/22/2021	912747-000	352653	Mpress	
2021 Canal St. Streetcar Card 44x11-.040Wht Sty4/0	25	(\$386.04)	Marketing	119350	2/18/2021	912747-000	353270	Mpress	Tax Included on invoice (\$36.48)
2021 Canal St. Streetcar Card 44x11-.040Wht Sty4/0	25	\$386.04	Marketing	118843CR	2/23/2021	912747-000	352804	Mpress	Tax Included
Mask Required Fed. Car Card 44x11-.040 White sty.4/0	250	\$3,480.00	Operations	118843R	2/23/2021	912747-000	352804	Mpress	Tax Included on invoice \$328.86
COVID-19 Social Distancing Sticker 8x10 4/0 Reprint	2,000	(\$2,100.75)	Operations	117312R	4/22/2021	912747-000	351014	Mpress	Tax Included on invoice (\$198.52)
COVID-19 Social Distancing Sticker 8x10 4/0 Reprint	2,000	\$2,100.75	Operations	117591R	4/22/2021	912747-000	351475	Mpress	
RTA Ferry Launch Ticket 3x6 1/0 -Digital-4/0 15"x 45" Single Sided Custom Shape Aluminum 3x2 Oval Sticker 4/0 -Digital- *	1,000	\$175.16	Ferry	117593R	4/22/2021	912747-000	351634	Mpress	
	6	\$426.80	Marketing	117998R	4/22/2021	912747-000	351829	Mpress	
	500	\$180.77	Marketing	118056R	4/22/2021	912747-000	351992	Mpress	
Mask Required WeatherProof Wht Vinyl label 5x7 4/0	500	\$466.80	Operations	118118R	4/22/2021	912747-000	352115	Mpress	

RTA Masks Required Static Cling(FrontCling)5x7 4/0	500	\$480.00	Operations	118121R	4/22/2021	912747-000	352116	Mpress
ADA Streetcar Brochure 12x9 to 4x9 4/4 -Digital-	2,500	\$616.99	Operations	118267R	4/22/2021	912747-000	352159	Mpress
RTA - ADA Car Card 42" x 11" - styrene 4/0	8	\$130.20	Operations	119350R	4/22/2021	912747-000	353270	Mpress
One Team One Family Postcard 5x3.5 4/4 Digital-	1,000	\$232.20	HR	120427	4/28/2021	913144-000	354100	Mpress
Mask Required Fed. Car Card 44x11-.040 White sty.4/0	250	\$3,480.00	Operations	120428	4/28/2021	913144-000	354098	Mpress
Employee Code of Conduct Book-12pg+Cvr 4.25x5.5	100	\$687.07	HR	121119	6/7/2021	912747-000	355011	Mpress
RTA Employee Handbook- 16pg+Cvr 4.25x5.5	100	\$1,283.18	HR	121120	6/7/2021	912747-000	355014	Mpress
2 Memorial Coroplast Poster 18x24 4/0	2	\$11.00	HR	121136	6/8/2021	912747-000	355010	Mpress
2-Memorial Coroplast Cards 24x36 4/0	2	\$37.00	HR	121162	6/9/2021	912747-000	355056	Mpress
Memorial Program 11x8.5 to 5.5x8.5 4/4 -Digital-	200	\$124.00	HR	121180	6/10/2021	912747-000	355029	Mpress
4 - B. Mike Juneteenth BusReveal Coroplast 48x36 1 each	4	\$72.00	Marketing	121184	6/10/2021	912747-000	355052	Mpress
RTA Masks Required Static Cling(FrontCling)5x7 4/0	500	\$480.00	Operations	121192	6/11/2021	912747-000	355113	Mpress
2021 Hurricane Guide Brochure 12x9 to 4x9 4/4	1,000	\$543.37	Marketing	121208	6/11/2021	912747-000	355092	Mpress
Memorial Prog.Reprint 11x8.5to5.5x8.5 4/4Digital	200	\$125.73	HR	121239	6/16/2021	912747-000	355143	Mpress
(2)RTA Hurricane Broc.12x9 to 4x9 4/4 -Digital-	750	\$396.44	Marketing	121258	6/16/2021	912747-000	355115	Mpress
Spanish version - 500 Qty.								
Vietnamese version - 250 Qty.								
(3) RTA Schedule Broch. - #5, #8, #106 \$5,679.91 1500 each	4,500	\$5,679.91	Operations	121284	6/17/2021	912747-000	355197	Mpress
(30) RTA Schedule Brochures Qty: 1500 each of 30 4/4 26-Diff Schedules 14x18 to 3.5x9 4/4 (3)Schedules 17.5x18 to 3.5x9 4/4 (1)Schedule 10.5x18 to 3.5x9	45,000	\$17,993.51	Operations	121297	6/18/2021	912747-000	355030	Mpress
3-Diff Return to Service Posters 11x17 4/0Digital us image - Youth image - Qty. 50 Senior image - Qty. 50	200	\$148.00	Marketing	121330	6/21/2021	912747-000	355237	Mpress

4-RTA Passes 5/5 w/#er Die Cuts, -Digital- 5000 of each	20,000	\$4,671.13	Marketing	121339	6/22/2021	912747-000	355226	Mpress
4/0 6mm White Vinyl Sticker 5x7	300	\$222.56	Operations	121406	6/25/2021	912747-000	355282	Mpress
Return To Service Car Card .040 Styrene42"x11" 4/0	400	\$4,800.00	Marketing	121423	6/28/2021	912747-000	355356	Mpress
RTA TempStreet Car& Bus.040 Sty.11x17" 4-Holes 4/0	136	\$620.00	Operations	121485	6/30/2021	912747-000	355341	Mpress
RTA Farebox White Vinyl Sticker 8x8 4/0	350	\$429.00	Operations	121524	6/30/2021	912747-000	355369	Mpress
Return to Servic&Fare Chg. Broc.Eng1.2x9to4x9 4/4	3,000	\$658.99	Marketing	121525	6/30/2021	912747-000	355368	Mpress
#2 FerryPriceChange Sign.040 Sty.24x36w/4-Holes4/0	12	\$216.00	Operations	121526	6/30/2021	912747-000	355370	Mpress
#1-FerryPriceChangeSign .040Sty.24x36 w/4-Holes4/0	12	\$216.00	Ferry	121527	6/30/2021	912747-000	355342	Mpress
#3 -Ferry Price Change Sign .040 Styrene 48x36 4/0	2	\$72.16	Ferry	121505	6/30/2021	912747-000	355371	Mpress
4/0 6mm White Vinyl Sticker 5x7	150	\$115.20	Operations	121527	6/30/2021	912747-000	355342	Mpress
Operation Farebox Sticker 8.5x2.985 4/0 w/Laminate	350	\$341.56	Operations	121505	6/30/2021	912747-000	355371	Mpress
#16So.ClaibornePocket Sch.14x18Map Folds4/4Reprint	1,000	\$637.57	Operations	121789	7/21/2021	912747-000	355685	Mpress
#94Broad Pocket Sch. 17.5x18 Map Folds 4/4 Reprint	1,000	\$848.68	Operations	121795	7/21/2021	912747-000	355683	Mpress
#63N.O.EastOwl PocketSch.10.5x18MapFolds4/4Reprint	1,000	\$563.50	Operations	121796	7/21/2021	912747-000	355684	Mpress
Coroplast Sign 24x36 4/0	2	\$30.00	Operations	122258	8/19/21	912747-000	356163	Mpress
2 Coroplast-Temp. Ferry Shuttle Sign 24x36 4/0 2 each of 2	4	\$37.24	Ferry	122320	8/24/2021	912747-000	356219	Mpress
.040Sty.Temp.Location11"x17" w/4-Holes-4/0 - Temporary bus stop relocation sign template	50	\$255.82		122336	8/25/21	912747-000	356225	Mpress
Coroplast Sign 24x36 4/0								
The "No Bike, Scooter, or Wheelchair Access Available "sign - Qty. 2	8	\$78.00	Operations	122344	8/25/2021	912747-000	356250	Mpress
The "Temporary Eastbank Debarcation Located at MardiGras World" sign - Qty. 6								
Algiers Pt.-Canal St. Ferry Sign24x36 w/4-Holes4/0	12	\$216.00	Ferry	122498	9/13/21	912747-000	356365	Mpress

Chalmette Lower Algiers Ferry Sign 48 x 36 4/0	8	\$289.97	Ferry	122516	9/14/2021	912747-000	356364	MPress		
Chalm. Lower Algiers Ferry Price 24x36 w/4-Holes 4/0	12	\$216.00	Ferry	122517	9/14/21	912747-000	356366	MPress		
Ridership Survey Poster 11x17 4/0 - Digital-	500	\$329.57	Marketing	122573	9/16/2021	912747-000	356419	MPress		Billed to operations
Call Code Rack Card 4x9 4/4 w/Laminate - Digital-	1,000	\$314.14	Operations	122926	10/7/21	---	356776	MPress		requisition #- 105286
2 RTA Ferry Adjustment Coroplast Signs 4/0 : 12 total (6 sets 2 posters per set) total: 40 x 24	18	\$252.38	Ferry	123006	10/12/2021	912747-000	356877	MPress		budget code 1420099.8640.011.
RTA - Open Enrollment Coroplast Sign 24x36 4/0	8	\$ 115.00	HR	123298	10/26/21	912747-000	357252	MPress		
RTA Ferry Adjustment Coroplast Sign 24x36 4/0	10	\$112.00	Ferry	123299	10/26/2021	912747-000	357202	MPress		
Sm. POS Sign, Rim Capacity Sign, Lg. POS Sign- 4/0	25	\$180.00	Marketing	123326	10/27/21	912747-000	357251	MPress		
RTA - Open Enrollment Coroplast Sign 24x36 4/0 - Date extension	8	\$163.81	HR	123446	10/29/2021	912747-000	357409	MPress		
Open Enrollment .040 Styrene Signs 36x24 4/0 - Reminder	8	\$150.35	HR	123782	11/12/21	912747-000	357699	MPress		
Masking Styrene Signs 6x24 4/0+4-Holes w/Zip ties	6	\$118.00	Marketing	122621	9/21/2021	912747-000	356484	MPress		
3 Ferry Adjustment .40 Styrene Signs 36x24 4/0	6	\$108.00	Marketing	122620	9/21/2021	912747-000	356488	MPress		
RTA Emp. Onboarding Handbook 16pg+Cvr 4.25x5.5 4/4	100	\$791.61	Marketing	122730	9/28/2021	912747-000	356248	MPress		
Emp. Code of Conduct Booklet 12pg+Cvr 4.25x5.5 4/4	100	\$687.07	Marketing	122729	9/28/2021	912747-000	356567	MPress		
2-Schedules .#80 and #88 14x18 to 3.5x9 4/4- 1500each	3000	\$1,259.81	Marketing	122811	9/30/2021	912747-000	356654	MPress		
Business Meeting Card 5x7 (1,000) w/A-7 Env 4/0 (1,000)	2000	\$618.46	Marketing	123741	11/11/2021	912747-000	357553	MPress		
Busi.Mtg. Invitation 5x7 4/0 Digital	100	\$80.00	Marketing	123908	11/19/2021	912747-000	357762	MPress		
4/0 4'x10' Banner w/ Grommets	10	\$1,170.54	Marketing	124085	11/30/2021	912747-000	357918	MPress		
4/0 Styrene 3-Diff Signs 10/Ea 24 x 36	30	\$561.25	Marketing	124084	11/30/2021	912747-000	357920	MPress		
4/0 98x48 Banners 4/0	2	\$195.00	Marketing	124083	11/30/2021	912747-000	357919	MPress		
4/4 Coroplast Signs 24x18	150		Safety	124252	12/9/2021	913791-000	358081	MPress		\$822.00
Temporary Stop Signs .040 Sty. 11"x17" w/4Hole 4/0	600		Operations	124592	12/31/2021	913757-000	358472	MPress		\$2,238.03
Fixed Route DVIR Book 3-Part w/Cvr 31 Sets/Book	2000		Operations	124679	12/31/2021	913577-000	357632	MPress		\$5,150.54

Streetcar DVR Book 3 Part w/Cvr 31 sets+1int. page	1500	Operations	124726	12/31/2021	913577-000	357633	MPress	\$4,076.45
Links Survey Posters 17 x11 4/0	500	Infrastructure	125018	1/26/2022	913857-000	358935	MPress	353.83
2diff. Emp. of the Month .040 Sty. carCards 42x11 4/0 400	800	HR	124841	1/18/2022	N/A	358581	MPress	\$8,712.00
4/4 2-Coroplast Signs 24x36 w/ Hardware	4	Marketing	124739	1/7/2022	912747-000	358556	MPress	
Jan. Pick 2022 Posters 17x11 4/0 -Digital-	500	Marketing	124805	1/13/2022	912747-000	358664	MPress	
Jan 2022 Pick Brochure 12x9 to 4x9 4/4+Aq	3000	Marketing	124842	1/18/2022	912747-000	358665	MPress	
RTA Bus Shelter .020 Styrene Signs 47x68 4/0	40	Marketing	124845	1/18/2022	912747-000	358672	MPress	
2 Jan. Pick Broc.: Spanish & Viet. 12x9to4X9 4/4+Aq 1000	2000	Marketing	124918	1/19/2022	912747-000	358786	MPress	
(33) RTA Schedule Brochures; 4/4 18-Diff Schedules 14x8 to								
3.5x9 1500 each, 4/4 2-Diff Schedules 7x18 & 1.5x18 1500								
each, 4/4 13- Diff Schedules 17.5x18 1500								
2nd RTA Bus Shelter .020 Styrene Signs 47x68 4/0	49.5	Marketing	124987	1/24/2022	912747-000	358747	MPress	
ENGLISH Mardi Gras Guide 28x9 to 4x9 4/4	40	Marketing	124992	1/25/2022	912747-000	358731	MPress	
Vietnamese Mardi Gras Guide 28x9 to 4x9 4/4	2000	Marketing	125213	2/3/2022	912747-000	358867	MPress	
SPANISH Mardi Gras Guide 28x9 to 4x9 4/4	1000	Marketing	125212	2/3/2022	912747-000	359011	MPress	
RTA Holiday Car Card .040 Styrene Signs 42x11 4/0	1000	Marketing	125211	2/3/2022	912747-000	359009	MPress	
\$1 Ferry Ticket 2.25x3.25 4/0+Foil w/#ers	400	Marketing	125303	2/9/2022	912747-000	359109	MPress	
\$2 Ferry Ticket 2.25x3.25 4/0+Foil w/#ers	15000	Marketing	125332	2/10/2022	912747-000	359028	MPress	
	20000	Marketing	125329	2/10/2022	912747-000	359027	MPress	

Total Spend					\$114,107.19			
Budget					\$150,000.00			
Balance					\$35,892.81			



ESTIMATE

4100 Howard Avenue
New Orleans, LA 70125
Phone: 504-524-8248
Fax: 504-524-3637

Date: 9/23/2021
Est: 89151

To: RTA N.O.

Attn.: Linda Lien-Ribardi

Email: llien-ribardi@rtafoward.org

Descriptions: "Call Code Rack Cards" – Print 4" x 9" cards, 4/4, prints on 80# Gloss Cover, customer to supply print-ready art, pre-flight, poc, digitally print, laminate cards, trim, box and deliver.

Qty.: 1,000

Base: \$314.14*

Note: *Tax not included in above price. **

Thanks,

Patti Johnston

pjohnston@mpressnow.net



**WE
MAKE
YOU
LOOK
GOOD
ON
PAPER.**

MPress
 4100 Howard Avenue
 New Orleans, LA 70125-1325
 Phone: (504) 524-8248
 Fax: (504) 262-0696
 Email: kpritchett@mpressnow.com

INVOICE

Invoice #	124679
Invoice Date	12/31/21
Date Shipped	
Ship Via	Delivery
Salesperson	PATTI JOHNSTON
Terms	Net 30 Days
P.O. Number	913577-000
Job Number	357632

Regional Transit Authority
 Dawn Collins
 2817 CANAL ST.
 NEW ORLEANS, LA 70119

Quantity	Description	Unit Price	UM	Amount
2,000	Fixed Route DVIR Book 3-Part w/Cvr 31 Sets/Book	\$5,150.54		\$5,150.54
FSC CoC Certificate # NC-COC-003606		Subtotal		\$5,150.54
		TAX EXEMPT		\$0.00
		Total Due		\$5,150.54

Customer Code : **REGI70**
 Invoice Number : **124679**
 Invoice Date : **12/31/21**
 Invoice Amount : **\$5,150.54**

Amount Paid : _____

Remit To:

MPress
 First Bank & Trust
 P.O. Box 1830
 Covington, LA 70434

Remitter:

Regional Transit Authority
 Dawn Collins
 2817 CANAL ST.
 NEW ORLEANS, LA 70119