



ITEM ID: 2026-204-0

TRANSMITTAL DATE: June 18, 2026

MEETING DATE: June 26, 2026

TO: Board of Directors

FROM: Lisa Bahr, Chief Customer Experience Officer

SUBJECT: Contract No. SP655-27 - Printing Services - Recommendation to Award - Eclipse Printing dba James Litho

Issue

The Authority requires a full-service print services vendor to provide pre-press, printing, packing and distribution services in support of marketing collateral, train schedules and signage initiatives. The selected vendor will assist Metrolink in achieving its marketing objectives to increase ridership, reinforce the brand, and provide essential and timely train information to customers and key audiences.

Recommendation

It is recommended that the Board authorize the Chief Executive Officer to award Contract No. SP655-27 to Eclipse Printing dba James Litho to provide Printing Services for a base term of three years with two one-year options. Options will be exercised at the discretion of the Authority's CEO, and subject to funding availability. The requested total not-to-exceed contract authority is \$750,000 for the three-year base period plus \$250,000 for each one-year option, for a total of \$1,250,000. This award is subject to the resolution of any timely filed protest.

Strategic Commitment

This report aligns with the Strategic Business Plan commitment of:

- **Customers Are Our Business:** We respect and value our customers, putting them at the heart of all we do, and work hard to attract and retain new customers by understanding their needs and finding new and innovative ways to bring them on board. This contract will provide full service printing support in our efforts to communicate directly with the rider community and potential riders via the print medium.

Background

Metrolink's current contract for printing services is set to expire on June 30, 2026. To continue this critical work without interruption, the Authority issued RFP No. SP655-27 to select a new partner. The scope includes full-scale printing, pre-press, bindery, job packing and distribution to multiple outlets.

This contract will replace the existing bench contract and streamline printing coordination under a single vendor partner to improve planning efficiency, vendor communication and project output consistency.

The requested contract authority provides the Authority with the flexibility to support future marketing and scheduling initiatives that may be funded by grants, Member Agencies, or other third parties. This includes potential campaigns for special trains, fare discount programs, or corporate partners. While the contract authorization establishes an upper limit, actual expenditures will continue to be governed by the Authority's annually approved marketing budget. This approach ensures the Authority is prepared to respond quickly to emerging opportunities without requiring additional Board action.

Discussion

On March 12, 2026, the Authority released a Request for Proposal (RFP) for Printing Services for a contract term of three years with two one-year options. The solicitation was published in the five member counties, as well as posted on the Authority's online procurement module. Notices were also emailed to firms registered on the Authority's online procurement module. A total of 269 vendors were notified, and 37 downloaded the solicitation. On March 18, 2026, the Pre-Proposal Conference was held, with five in attendance, representing four suppliers. There were no questions received during the Q&A period. Three proposals and a cover letter were received by the due date of April 16, 2026.

Proposals were independently reviewed by two Senior Contract & Compliance Administrators to determine responsiveness. Three of the four responders were found responsive and moved on to the evaluation phase.

Proposals were evaluated in accordance with the Authority's procurement policies and procedures. A Technical Evaluation Committee, consisting of three Authority staff members, reviewed and scored the technical proposals with all three suppliers meeting the minimum technical score of 52.2 or greater, per the RFP requirements.

Price scores were calculated based on the advertised calculation formula to form the final scores as follows:

Firm Name	Technical Score (75 max)	Price Score (25 max)	Total Score
Eclipse Printing dba James Litho	69.00	25.00	94.00
Kreate Ink, Corporation	60.00	18.93	78.93
Precision Offset, Inc	61.33	17.84	79.17

Staff recommends a contract be awarded to the highest-ranked proposer, Eclipse Printing dba James Litho, to provide Printing Services on an as-needed basis.

Budget Impact

Funding for the first year of this contract is included in the proposed Fiscal Year 2026-27 Marketing Budget and is contingent upon its adoption by the Authority Board. Funding for subsequent years will be requested through the annual budget process. There is no financial commitment with respect to future years; work will only proceed if funding is approved.

Next Steps

Upon the Board's approval of this award, Staff will execute a contract and issue a Notice to Proceed to Eclipse Printing dba James Litho.

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Contracts & Procurement

Approved by: Lisa Bahr, Chief Customer Experience Officer

Attachment(s)

[Presentation - SP655-27 Printing Services](#)