


**Date:** September 27, 2023

**To:** Board of Directors

**From:** Sam Desue, Jr. 

**Subject:** **RESOLUTION 23-09-49 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH RINU, INC., DBA REITMEIER, FOR ON-CALL HVAC ORDINARY REPAIR, MAINTENANCE, AND MINOR ALTERATION SERVICES**

**1. Purpose of Item**

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager or his designee to execute a contract (Contract) with RINU, Inc., dba Reitmeier (Reitmeier) for On-Call HVAC Ordinary Repair, Maintenance, and Minor Alteration Services.

**2. Type of Agenda Item**

- Initial Contract
- Contract Modification
- Other \_\_\_\_\_

**3. Type of Contract Procurement**

- Low Bid / Invitation to Bid (ITB)
- Request for Proposals (RFP) (inc. CM/GC)
- Request for Qualifications (RFQ) (Personal Services)
- Other (inc. sole source) \_\_\_\_\_

**4. Reason for Board Action**

Board authorization is required for all contracts obligating TriMet to pay in excess of \$1,000,000.

**5. Type of Action**

- Resolution
- Ordinance 1<sup>st</sup> Reading
- Ordinance 2<sup>nd</sup> Reading
- Other \_\_\_\_\_

**6. Background**

Within its 533 square mile service area, TriMet’s Facilities Maintenance Department (Facilities) maintains approximately 20 buildings with HVAC systems. These systems regularly require ordinary repair, maintenance, and/or minor alteration to continue functioning properly, and TriMet has outsourced this work for several years. The Contract’s scope of work for these on-call services includes repair and maintenance of air handling systems, boilers, water chillers, cooling towers, hydronic systems, automatic temperature

controls, mechanical systems, Liebert systems, and radiant heating systems. The work under the Contract also includes water chemistry tests.

**7. Description of Procurement Process**

TriMet utilized a competitive Request for Proposals (RFP) process to select a contractor to provide these on-call HVAC services. The RFP was issued on July 11, 2023, with a proposal due date of August 1, 2023. A total of 87 vendors were notified of the RFP via TriMet’s eProcurement System (TriP\$) website and four firms submitted proposals. Only two firms, Reitmeier and Just Right Heating and Cooling, were deemed responsive proposers under the requirements of the RFP. Their proposals were forwarded to the Source Evaluation Committee (SEC) for review and scoring.

The SEC, comprised of staff from TriMet’s Facilities Maintenance Department, evaluated the proposals based on the criteria set forth in the RFP. These criteria included qualifications of the proposer, staff and workforce diversity, and technical quality of the proposed work plan. After evaluating the proposals, the SEC determined that Just Right Heating and Cooling was not competitive given its low scores (see table below), and its price proposal was not opened.

Therefore, Reitmeier was shortlisted to the competitive range and the SEC opened Reitmeier’s price proposal. After the SEC determined that Reitmeier would be considered for a Contract award, it was asked to submit a Best and Final Offer (BAFO) to clarify areas of its proposal and to revise pricing.

	Possible Points	Reitmeier	Just Right Heating and Cooling
<i>Evaluation Criteria</i>			
Qualifications of Proposer and Staff	40	33.2	26.8
Diversity	10	5	10
Understanding of the Work	40	35.2	24.4
<b>Sub- Total Total Points . . .</b>	<b>90</b>	<b>73.4</b>	<b>61.2</b>
<b>Price Proposal Total Points . . .</b>	<b>20</b>	<b>20</b>	<b>NA</b>
<b>Total Points (Score) . . .</b>	<b>110</b>	<b>93.4</b>	<b>N/A</b>
<b>Proposal Price . . .</b>	<b>\$1,120,000</b>		
<b>BAFO . . .</b>	<b>\$1,120,000</b>		

The SEC determined that Reitmeier demonstrated the highest level of qualifications, technical experience, and a strong understanding of the work, and the SEC recommended Reitmeier for Contract award.

Reitmeier did not adjust its price in its BAFO. However, the SEC determined that Reitmeier’s \$1,120,000 price for the on-call services over the five-year term was fair and reasonable, and also was less than TriMet’s Independent Cost Estimate (ICE) of \$1,385,837. This Resolution would authorize TriMet to obtain on-call HVAC services from Reitmeier based on actual agency requirements, for a not to exceed amount of \$1,120,000 over the Contract’s five-year term.

**8. Diversity**

Reitmeier's total employee count is 26, and its workforce is 21.4% minority and 7% female.

**9. Financial/Budget Impact**

The Contract amount is accounted for in Facilities Management's FY2024 through FY2025 operating budgets.

**10. Impact if Not Approved**

Should the Board choose not to approve the Contract, Facilities Management would need to perform these on-call services utilizing TriMet staff. However, TriMet personnel are not qualified or equipped to perform these services. Although TriMet could re-solicit the Contract, doing so is not likely to obtain additional or superior proposals, increased DBE participation, or a lower price. Staff has determined Reitmeier's proposal to be fully responsive and responsible, and found its pricing to be fair and reasonable. Approval of this Resolution is strongly recommended.

**RESOLUTION NO. 23-09-49**

**RESOLUTION 23-09-49 OF THE TRI-COUNTY METROPOLITAN  
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A  
CONTRACT WITH RINU, INC., DBA REITMEIER, FOR ON-CALL HVAC  
ORDINARY REPAIR, MAINTENANCE, AND MINOR ALTERATION  
SERVICES**

**WHEREAS**, TriMet has authority under ORS 267.200 to execute a contract with RINU, Inc., dba Reitmeier, for On-Call HVAC Ordinary Repair, Maintenance, and Minor Alteration Services (Contract); and

**WHEREAS**, by Resolution No. 22-05-35, dated May 25, 2022, the TriMet Board of Directors (Board) adopted a Statement of Policies requiring the Board to authorize all contracts obligating TriMet to pay in excess of \$1,000,000; and

**WHEREAS**, the total amount of the Contract exceeds \$1,000,000.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Contract shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute the Contract in an amount of \$1,120,000.
3. That the General Manager or his designee is further authorized to execute modifications to the Contract to pay for unanticipated additional expenditures in an amount not to exceed 10% of \$1,120,000, for a total authorized amount of \$1,232,000, over the Contract's five-year term.

Dated: September 27, 2023

\_\_\_\_\_  
Presiding Officer

Attest:

\_\_\_\_\_  
Recording Secretary

Approved as to Legal Sufficiency:



\_\_\_\_\_  
Legal Department