

**Date:** December 12, 2018

**To:** Board of Directors

**From:** Doug Kelsey 

**Subject:** **RESOLUTION 18-12-82 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING CONTRACTS WITH CBM SYSTEMS LLC, COLUMBIA PRESSURE WASHING LLC, AND RELAY RESOURCES ENTERPRISES FOR CUSTODIAL GOODS & SERVICES FOR TRIMET FACILITIES AND TRANSIT CENTERS**

---

**1. Purpose of Item**

The purpose of this item is to request that the TriMet Board of Directors (Board) authorize the General Manager to execute contracts with CBM Systems LLC (CBM), Columbia Pressure Washing LLC (CPW), and Relay Resources Enterprises (Relay) for custodial goods & services for TriMet facilities and transit centers (Services).

**2. Type of Agenda Item**

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

**3. Reason for Board Action**

Board approval is required for goods and services contracts obligating TriMet to pay in excess of \$1,000,000.

**4. Type of Action**

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

**5. Background**

TriMet operates and maintains numerous facilities that serve as administration offices, layover and restroom facilities for operators and maintenance employees, and transit centers for TriMet customers. TriMet contracts for custodial services at these facilities, including cleaning restrooms, vacuuming, carpet cleaning, dusting, removing trash, litter pickup, and pressure washing.

The current Services were originally provided under five separate contracts, awarded in 2013 and 2017. Two of the contracts awarded in 2013 were terminated for various reasons, leaving

the remaining two vendors to take on the responsibilities of the terminated contracts until this current procurement is awarded. All contracts expire on December 31, 2018.

## **6. Procurement Process**

In soliciting for new contracts for these services, TriMet considered ways to increase opportunities for small business and DBEs. Strategies included:

- Grouping the work across all TriMet facilities into five lots of similar size, and by geographic areas to facilitate efficiencies; and
- Limiting contract awards to no more than one contract and one lot per firm, dependent upon the number of firms deemed qualified from the Step One Invitation to Bid (ITB) process; and including guidelines in the solicitation for firms to affirmatively identify, solicit, and partner with DBE custodial services providers, as subcontractors.

The five (5) lots were defined as:

**Lot 1: Northwest/Center Portland Area Sites**

Nela Operations; ATP Transit Mobility Center and Demonstration Course; TriMet Ticket Office; PGE Layover; and Pier Park (Operator Restroom)

**Lot 2: West Portland Area Sites**

Merlo Operations; Merlo LIFT Office; Beaverton Transit Center; and Forest Grove Terminus

**Lot 3: East Portland Area Sites**

Powell Operations; Powell LIFT; Clackamas Transit Center (Operator Layover); Clackamas Transit Center (South Precinct); Oregon City Transit Center; I-205/Foster Operator Layover; and Milwaukie Layover

**Lot 4: Central Portland Area Sites**

Rose Quarter Transit Center; Rose Quarter Maintenance Building; Barbur Blvd. Transit Center; Tigard Transit Center; Tualatin Park & Ride; North Transit Mall Terminus; South Transit Mall (Jackson Street Turnaround); SE 9<sup>th</sup> Avenue Facilities Maintenance Shops; and SE 20<sup>th</sup> Avenue Facilities Maintenance Shop

**Lot 5: Center Street Operations Building**

Prior to issuance of the solicitation, Procurement and Contracts staff reached out to 68 certified Disadvantaged Business Enterprise (DBE), Minority owned Business Enterprise (MBE), Woman owned Business Enterprises (WBE), Emerging Small Business (ESB) and Service Disabled Veteran Business Enterprise (SDV) firms, informing them of this opportunity and encouraging them to participate. In addition to the outreach, staff decided to make five separate awards to five different contractors, dependent upon the number of firms deemed qualified from the Step One ITB process, to maximize the number of opportunities for DBE firms and other small businesses.

On October 12, 2018, TriMet issued a Two-Step ITB to select vendors for custodial goods and services – TriMet facilities and transit centers (5 Lots). The Two-Step process required submittal of Technical Proposals (Step One) from interested vendors, selection of technically qualified vendors by an evaluation committee, and then submittal of bids (Step Two) from the vendors that were determined to be qualified under Step One.

On November 5, 2018, TriMet received three technical proposals (Step One); one CBM Systems LLC, one from Columbia Pressure Washing LLC, and one from Relay Resources Enterprises. An evaluation committee, comprised of staff from TriMet’s Facilities Management and Procurement departments, evaluated the proposals against the criteria set forth in the Step One – Request for Technical Proposals of the ITB addressing: (1) qualifications of the firm and staff, including workforce diversity; and (2) proposer’s approach to accomplishing the scope of work (work plan) of each of the five Lots defined in the ITB. Scores were not assigned as the purpose of the evaluation in a Two Step ITB process is to only determine whether or not vendors are technically qualified. The evaluation committee determined all three Technical Proposals to be technically qualified. All three vendors were sent requests for Step Two ITBs on all five Lots, which were received on November 20, 2018. The bids for all five Lots from all three vendors are as follows:

**Bid Results**  
**Custodial Goods & Services for TriMet Facilities and Transit Centers**

	<b>CBM Systems LLC</b>	<b>Columbia Pressure Washing LLC</b>	<b>Relay Resources Enterprises</b>
Lot #1	<b>\$546,283.70</b>	No Bid	\$609,153.30
Lot #2	\$743,776.50	No Bid	<b>\$888,675.40</b>
Lot #3	\$1,050,754.00	<b>\$935,088.25</b>	\$1,088,729.60
Lot #4	\$1,682,852.20	<b>\$1,321,052.00</b>	\$1,539,355.00
Lot #5	<b>\$1,038,631.20</b>	No Bid	\$1,516,870.40
<b>Total Contract Value</b>	<b>\$1,584,914.90</b>	<b>\$2,256,140.25</b>	<b>\$888,675.40</b>

The proposed contracts with each of the three vendors will be for a 5-year term, with TriMet’s unilateral option to terminate for convenience if any of the three contracts need to be terminated, for any reason, during the 5-year term. Contract pricing is based on hourly rates for each location within each Lot. No rate increases are allowed during the initial year of the contract; any rate increases during years 2-5 will be subject to TriMet approval, and will be capped at the yearly percentage change in the Consumer Price Index – All Urban Wage Earners and Clerical Workers (CPI-W), for the Portland-Salem area Western Region, Pacific Division – Class A. The estimated contract amounts are:

***CBM Systems LLC***

- 5-year contract total – \$1,584,914.90

***Columbia Pressure Washing LLC***

- 5-year contract total – \$2,256,140.25

### ***Relay Resources Enterprises***

- 5-year contract total – \$888,675.40

***Total of All Contracts = \$4,729,730.55 (13.47% less than the ICE)***

The final total contract amounts will be based on the agency's actual usage, which will vary annually according to the frequency of custodial goods and services delivered at each of the 5-Lot locations.

The total price of the three contracts of \$4,729,730.55 compares favorably to TriMet's independent cost estimate (ICE) for this procurement of \$5,465,697.00 for a 5-year contract term. The ICE was based on TriMet's current contracts pricing, including escalation.

### **7. Diversity**

- While a minority owned business, CBM is not certified; their workforce is 100% minority and 61% female. The total employee count of the company is 130. Approximately 5% of their work will be via the use of subcontractors.
- While a minority owned business, CPW is not certified. Their workforce is 100% minority and 40% female. The total employee count of the company is 10. Approximately 20% of their work will be via the use of subcontractors.
- Relay is not certified, but is a Qualified Rehabilitation Facility (QRF); their workforce is 38% minority and 40% female. The total employee count of the company is 519. Approximately 5% of their work will be via the use of subcontractors.

### **8. Financial/Budget Impact**

Agency-wide custodial goods and services costs are budgeted as an element of the FY2019 Facilities Management department's operating budget. The contract dollar amounts are within budget.

### **9. Impact if Not Approved**

Should the Board choose to not approve these contracts, it could direct Facilities Management to provide these services utilizing TriMet staff. However, TriMet's current contracts for custodial services will expire on December 31, 2018, and TriMet is not staffed or equipped to perform these services with TriMet personnel. Resolicitation of the services is not likely to obtain better results in quality of proposals, DBE participation, or price.

**RESOLUTION 18-12-82**

**RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING CONTRACTS WITH CBM SYSTEMS LLC, COLUMBIA PRESSURE WASHING LLC, AND RELAY RESOURCES ENTERPRISES FOR CUSTODIAL GOODS & SERVICES FOR TRIMET FACILITIES AND TRANSIT CENTERS**

**WHEREAS**, TriMet has authority under ORS 267.200 to enter into contracts with CBM Systems LLC (CBM), Columbia Pressure Washing LLC (CPW), and Relay Resources Enterprises (Relay) for custodial goods & services for TriMet facilities and transit centers (Contracts); and

**WHEREAS**, the total amount of the Contracts shall exceed \$1,000,000; and

**WHEREAS**, the TriMet Board of Directors (Board), by Resolution dated October 25, 2017, adopted a Statement of Policies requiring the Board to approve goods and services contracts obligating TriMet to pay in excess of \$1,000,000;

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

1. That the Contracts shall be in conformance with applicable laws.
2. That the General Manager or his designee is authorized to execute the Contracts in amounts not to exceed as follows:

CBM Systems LLC	–	\$1,584,914.90
Columbia Pressure Washing LLC	–	\$2,256,140.25
Relay Resources Enterprises	–	\$888,675.40

Dated: December 12, 2018

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

Attest:

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

Approved as to Legal Sufficiency:

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