



**Metro**

Metropolitan Transportation Authority

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Los Angeles, CA 90012-2952

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**OPERATIONS COMMITTEE  
MAY 19, 2005**

**SUBJECT: CONTRACT NO. OP33441655, TRASH/DEBRIS REMOVAL SERVICE FOR METRO RAIL RIGHTS-OF-WAY AND FACILITIES, WOODS MAINTENANCE SERVICES, INC.**

**ACTION: APPROVE CONTRACT AWARD**

**RECOMMENDATION**

Authorize the Chief Executive Officer to award a 57-month, firm fixed unit rate contract, Contract No. OP33441655 to Woods Maintenance Services, Inc., for the provision of regular trash and debris removal services for Metro rail rights-of-way and facilities in an amount not to exceed \$1,822,860, inclusive of two one-year options effective June 1, 2005.

**RATIONALE**

This contract will provide regular trash and debris removal service for Metro Blue Line, Green Line and Gold Line rights-of-way and facilities. Areas that will be serviced include rights-of-way, maintenance yards, underneath aerial structures, traction power substations and communication and signaling facilities. Wind blown trash and dumped refuse collect on perimeter fences, track beds and underneath platforms and need to be removed on a regular basis. This action is necessary in order to keep Metro operated light rail lines' rights-of-way and facilities free of trash and debris for safe train movements and to comply with local municipal codes and ordinances.

The new contract will replace an existing contract that will expire on May 31, 2005. Service under the new contract is planned to commence on June 1, 2005. The base term of the new contract was adjusted to 33 months instead of the usual 36 months in order to merge it in future with an existing contract for inactive rights-of-way maintenance that will expire in February 2008. The goal of combining the two contract requirements is to realize operational efficiencies and obtain more favorable future contract pricing due to economies of scale thereby reducing contract costs. In the event that the two requirements cannot be combined at that time, exercising the two one-year options is still available.

## **FINANCIAL IMPACT**

The funding of \$498,100 for this service is included in the FY06 proposed budget for cost center 3344, Contracts & Administration under project 300022 (Blue Line Operations), 300033 (Green Line Operations), and 300055 (Gold Line Operations). Since this is a multi-year contract, the cost center manager and Deputy Executive Officer will be accountable for budgeting the cost in future years, including any options exercised. In FY05, \$322,467 has been expended on this service through March.

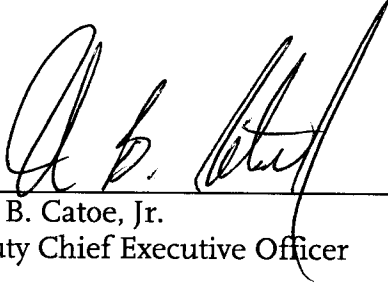
## **ALTERNATIVES CONSIDERED**

One alternative considered is to provide the service in-house. This would require the hiring of additional personnel and the purchase of additional equipment, vehicles and supplies. Staff's analysis indicates that this is not a cost-effective option.

## **ATTACHMENTS**

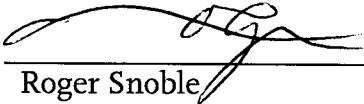
- A. Procurement Summary
- A-1 Procurement History
- A-2 List of Subcontractors

Prepared by: Denise Longley, Deputy Executive Officer, Facilities/Operations  
Hussein Farah, Facilities Maintenance Manager  
Tom Butler, Sr. Contract Administrator



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John B. Catoe, Jr.  
Deputy Chief Executive Officer



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Roger Snoble  
Chief Executive Officer

**BOARD REPORT ATTACHMENT A  
PROCUREMENT SUMMARY**

**TRASH/DEBRIS REMOVAL SERVICE FOR METRO RAIL RIGHTS-OF-WAY AND  
FACILITIES**

1.	Contract Number:OP33441655		
2.	Recommended Vendor: Woods Maintenance Services, Inc.		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: \$1,822,860	Recommended Price: \$1,822,860	
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: Firm Fixed Unit Rate		
5.	Procurement Dates:		
	A. Issued: 2.28.05		
	B. Advertised: 3.3.05		
	C. Pre-proposal Conference: 3.8.05		
	D. Proposals Due: 3.28.05		
	E. Pre-Qualification Completed: 3.30.05		
	F. Conflict of Interest Form Submitted to Ethics: 4.11.05		
6.	Small Business Participation:		
	A. Bid/Proposal Goal: Zero (0) %	Date Small Business Evaluation Completed: 1.21.05	
	B. Small Business Commitment: Zero (0) % Details are in Attachment A-2		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent: 21	Bids/Proposals Picked up: 6	Bids/Proposals Received: 4
8.	Evaluation Information:		
	A. Bidders/Proposers Names:	<u>Bid/Proposal Amount:</u>	<u>Best and Final Offer Amount:</u>
	Woods Maintenance	\$1,822,860	N/A
	Diversified Landscape	\$1,886,368	N/A
	Clean Street	\$2,311,920	N/A
	Bennett Enterprises	\$2,391,480	N/A
	B. Evaluation Methodology Details are in Attachment A-1.C		
9.	Protest Information:		
	A. Protest Period End Date: 5.24.05		
	B. Protest Receipt Date: TBD		
	C. Disposition of Protest Date: TBD		
10.	Contract Administrator: Tom Butler	Telephone Number: 213-922-7312	
11.	Project Manager: Keith Jackson	Telephone Number: 213-922-8888	

**BOARD REPORT ATTACHMENT A-1  
PROCUREMENT HISTORY**

**TRASH/DEBRIS REMOVAL SERVICE FOR METRO RAIL RIGHTS-OF-WAY AND  
FACILITIES**

**A. Background on Contractor**

Woods Maintenance Services, Inc. (Woods) located in North Hollywood , California, has been in business for 29 years. Woods' primary lines of business include trash and debris removal, graffiti control and abatement, weed removal, cleaning, repair and other maintenance services. Woods currently has a graffiti removal service contract with Metro. Woods is also the current contractor for these services under a contract which was issued in 2001 and which will expire shortly. They have provided satisfactory service to Metro under the current contracts and other contracts over the past years. Some of Woods recent significant clients include Metrolink, Orange County Transportation Authority (OCTA) and the Alameda Corridor.

**B. Procurement Background**

The procurement was handled as a competitive sealed bid under IFB No. OP33441655.

**C. Evaluation of Proposals**

This procurement is in compliance with Procurement Policies and Procedures and was solicited on a competitive sealed bid basis. Woods was determined to be the lowest responsive, responsible overall bidder and is technically qualified to perform the required services.

The other three bidders, Diversified Landscape, Clean Street, and Bennett Enterprises were also determined to be responsive, responsible and technically qualified bidders.

**D. Cost/Price Analysis Explanation of Variances**

The recommended price has been determined to be fair and reasonable based upon adequate price competition. Metro's independent cost estimate of \$1,924,970 is 5.6 percent higher than the lowest bid price. Metro's estimate is based on historical data, prevailing wages and general requirements. Based on bid analysis it appears the low bidder may be able to control overhead and operating costs for this follow-on contract and therefore was able to bid a lower fully burdened labor rate.

The historical contract price originally only included coverage for the Blue Line and Green Line and was adjusted upward to include the Gold Line for purposes of comparison. Even

though Woods labor rate is 7.4% higher than the actual historical rate; the recommended contract price is lower than the adjusted historical contract price. However, this is because the requesting department, in an effort to reduce costs, reduced the number of required hours based on past usage and experience. If the same historical hours had been used, the recommended contract price would have been \$304,979 higher.

**BOARD REPORT ATTACHMENT A-2  
LIST OF SUBCONTRACTORS**

**TRASH/DEBRIS REMOVAL SERVICE FOR METRO RAIL RIGHTS-OF-WAY AND  
FACILITIES**

**PRIME CONTRACTOR**

Woods Maintenance Services, Inc,

**Small Business Commitment**

None

**Total Commitment**

Zero (0) %

**Other Subcontractors**

None

