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28

28

REVISED
OPERATIONS COMMITTEE
APRIL 15, 2004

SUBJECT: RAILROAD RIGHTS-OF-WAY MAINTENANCE CONTRACT

**ACTION: MODIFY EXISTING CONTRACT TO ADD PASADENA GOLD LINE
RAILROAD SERVICE**

RECOMMENDATION

Authorize the Chief Executive Officer to execute Modification No. 2 to Contract No. OP33440639 with Woods Maintenance Services, Inc. to provide trash and debris removal services for Metro Gold Line right-of-way and facilities, for a period of 22 months in an amount not to exceed \$347,490, increasing the Total Contract Value from \$1,180,494 to \$1,527,984.

RATIONALE

This contract currently provides trash and debris removal services for the Metro light rail rights-of-way (RROW) and facilities. Safety trained workers walk the rights-of-way to pick foreign debris such as paper trash, refuse, rubbish, dead vegetation, automobile parts, shopping carts, tires, bicycles, furniture, appliances and sometimes hazardous materials. The trash is collected in trucks and disposed in a legal manner at an approved dumpsite. Areas cleaned include RROWs, fencing lines, under station platforms, inside train yards underneath aerial structures and wayside facilities compounds. The service is necessary in order to keep Metro properties free of trash and debris for safe train movement and to comply with local municipal codes and ordinances.

This action is seeking approval to modify the contract to continue the servicing of the Gold Line through June 30, 2005, the end of the first option year in the contract. Staff intends to re-solicit and award a new contract for the entire system-wide services prior to the second one-year option. The areas in the Pasadena Gold Line that are serviced by this contract are:

- Track area north of China Town.
- Avenue 26 Station to French Station, excluding the box.
- French Station through Del Mar Station, excluding the Figueroa box.
- Freeway stations (Lake, Allen, and Sierra Madre Villa), only 100 feet in both directions from the platform.

IMPACT TO OTHER CONTRACTS

None.

FINANCIAL IMPACT

Funding of \$294,345 for this service is included in the FY04 budget in Cost Center number 3344, under Project 300022, Project 300033 and Project 300055. Since this item is for a multi-year contract, the Cost Center Manager and Deputy Executive Officer will be accountable for budgeting the amount in future years. In FY03, \$231,899 was expended on this activity.

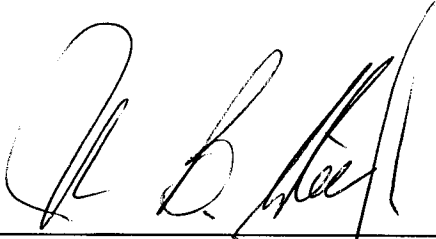
ALTERNATIVES CONSIDERED

One alternative considered was to award a new contract to provide service for the Pasadena Gold Line. However, this option is not recommended since it is more cost effective to re-procure the entire contract, including service of the Gold Line at the end of the first option year. Another 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 for Metro.

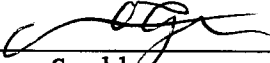
ATTACHMENTS

- 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
Angela Brown, Contract Administrator



John B. Catoe, Jr.
Deputy Chief Executive Officer



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY
Trash/Debris Removal From Railroad Right-Of-Way & Facilities**

| | | | |
|-----|---|---|---|
| 1. | Contract Number: OP33440639 | | |
| 2. | Recommended Vendor: Woods Maintenance Services, Inc. | | |
| 3. | Cost/Price Analysis Information: | | |
| | A. Bid/Proposed Price: \$ 393,936 (for 24 months) | Recommended Price: \$347,490 (for 22 months) | |
| | B. Details of Significant Variances are in Attachment A-1.D | | |
| 4. | Contract Type: Firm Fixed Price | | |
| 5. | Procurement Dates: | | |
| | A. Issued: N/A | | |
| | B. Advertised: N/A | | |
| | C. Pre-proposal Conference: N/A | | |
| | D. Proposals Due: May 23, 2003 | | |
| | E. Pre-Qualification Completed: N/A | | |
| | F. Conflict of Interest Form Submitted to Ethics: May 12, 2004 | | |
| 6. | Small Business Participation: | | |
| | A. Bid/Proposal Goal: 0.0% DBE participation | Date Small Business Evaluation Completed: N/A | |
| | B. Small Business Commitment: 0.0% Details are in Attachment A-2 | | |
| 7. | Invitation for Bid/Request for Proposal Data: | | |
| | Notifications Sent: N/A | Bids/Proposals Picked up: N/A | Bids/Proposals Received: N/A |
| 8. | Evaluation Information: | | |
| | A. Bidders/Proposers Names: Woods Maintenance Services, Inc. | <u>Bid/Proposal Amount:</u> \$379,080 (for 24 months) | <u>Best and Final Offer Amount:</u> \$393,936 (for 24 months) |
| | B. Evaluation Methodology: Details are in Attachment A-1.C | | |
| 9. | Protest Information: | | |
| | A. Protest Period End Date: April 20, 2004 | | |
| | B. Protest Receipt Date: N/A | | |
| | C. Disposition of Protest Date: N/A | | |
| 10. | Contract Administrator: Angela L. Brown | Telephone Number: 922-2516 | |
| 11. | Project Manager: Keith Jackson | Telephone Number: 922-8888 | |

BOARD REPORT ATTACHMENT A-1 PROCUREMENT HISTORY

Trash/Debris Removal From Railroad Right-Of-Way & Facilities

A. Background on Contractor

Woods Maintenance Services, Inc. (Woods) located in North Hollywood, CA has been in business for 28 years. The contractor's primary lines of business include trash and debris removal, graffiti control and abatement, weed removal, cleaning, repair and other maintenance services. Woods has provided satisfactory service to Metro to date under this and other contracts. Some of Woods' current and recent significant clients include Metrolink, Orange County Transportation Authority (OCTA) and the Alameda Corridor.

B. Procurement Background

Although the pending procurement action is a non-competitive modification to an existing contract, the contract was initially awarded through a competitive, sealed-bid process. At that time, Metro waived the Disadvantaged Business Enterprise (DBE) participation goal for this project based on the lack of subcontracting opportunities. The Board approved the contract award on March 22, 2001 for an amount not to exceed (NTE) \$1,180,494 for a five-year period, inclusive of two one-year options.

~~On July 11, 2003, Metro issued a Limited Notice to Proceed (LNTP), in the not to exceed amount of \$33,000, to allow the Contractor to perform trash and debris removal services at Metro right-of-ways on the Pasadena Gold Line (formerly the Blue Line Extension) to ensure safe train movements during revenue service in compliance with local municipal codes and ordinances and to improve cleanliness. On September 15, 2003, Metro modified the LNTP to authorize an additional \$33,000 for a total not to exceed amount of \$66,000 and extended the period of performance. In February, Staff executed Amendment No. 1 to Contract No. OP33440639, in the amount not to exceed \$100,000 increasing the Total Contract Value from \$693,306 to \$793,306, effective from September 10, 2003 through April 30, 2004. In February 2004, Staff executed Modification No. 1 to Contract No. OP33440639, in the amount not to exceed \$100,000 increasing the Total Contract Value from \$693,306 to \$793,306 to provide trash and debris removal services at Metro right-of-ways on the Pasadena Gold Line (formerly the Blue Line Extension) to ensure safe train movements during revenue service and improve cleanliness.~~

This item seeks authorization ~~from Metro Board of Directors~~ in the not-to-exceed amount of \$347,490 to fully fund services through June 30, 2005 for a total of 22 months, which includes one (1) option year.

C. Evaluation of Proposals

This procurement action is based on a request for a non-competitive quotation from Woods to add the required work to the existing contract under the current terms and conditions.

The non-competitive quotation has been reviewed and is in compliance with Metro Procurement Policies and Procedures.

D. Cost/Price Analysis Explanation of Variances

The recommended price has been determined to be fair and reasonable based upon cost/price analysis, a technical evaluation by project management, and a comparison of historical pricing, using similar pricing factors, under this contract.

| Bid/Proposal Amount | Metro Estimate | Recommended/Negotiated Amount |
|---------------------|----------------|-------------------------------|
| \$393,936 | \$379,080 | \$347,490 |
| | | |

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

**Trash/Debris Removal From Railroad Right-Of-Way Facilities
For the Blue Line And the Green Line**

PRIME CONTRACTOR – Woods Maintenance Services, Inc.

Small Business Commitment

None - 0% DBE Participation Goal

Other Subcontractors

None

Total Commitment 0.0%

