



Metro

Metropolitan Transportation Authority

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**OPERATIONS COMMITTEE
JULY 19, 2007**

SUBJECT: GLAZIER SERVICES FOR METRO TRANSIT FACILITIES

ACTION: APPROVE CONTRACT AWARD

RECOMMENDATION

Authorize the Chief Executive Officer to award a three-year firm fixed unit rate contract, Contract No. OP33442014, to Gandy Glass Company, Inc. for glazier services to Metro bus and rail transit stations and facilities in an amount not to exceed \$374,148, inclusive of a one-year option, effective August 1, 2007.

RATIONALE

There are approximately 60,000 square feet of glass panel surface in Metro transit facilities. These glass surfaces are subject to vandalism such as etching and breakage. This contract will provide glazier services for all Metro transit facilities to replace broken glass panels on elevator cars, glass hoistways, customer service centers and other applications. Glass panels on elevator cars and hoistways sustain most incidents of vandalism. To comply with code, when a glass panel on an elevator car or hoistway is broken the unit cannot be operated until the damaged glass is replaced. This contract will provide timely response to such incidents of vandalism to ensure public safety and minimize downtime.

In order to minimize replacement cost due to etching, service under another contract provides for the installation of a protective anti-graffiti film on all glass panels at public transit facilities. Sacrificial film is not part of this contract.

Replacing damaged glass panels in Metro facilities is necessary to protect employees and the riding public from injury, comply with elevator code and minimize the negative visual impact on our customers. The proposed new contract will replace an existing contract with Gandy Glass Company, Inc., due to expire on July 31, 2007. Service under the new contract is planned to commence on August 1, 2007.

FINANCIAL IMPACT

The funding of \$165,000 for this service is included in the FY08 budget in cost center 3344, Contracts & Administration under projects 300011 (Bus Operations), 300022 (Blue Line Operations), 300033 (Green Line Operations), 300044 (Red Line Operations), 300055 (Gold Line Operations) and 301012 (Orange Line Operations).

Since this is a multi-year contract, the cost center manager and Interim Chief Operations Officer will be accountable for budgeting the cost in future years, including any options exercised. In FY07, \$109,746 was expended on this service through May 2007.

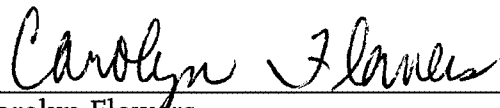
ALTERNATIVES CONSIDERED

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

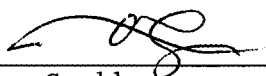
ATTACHMENTS

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

Prepared by: Brady Branstetter, Director, Facilities Maintenance
Hussein Farah, Facilities Maintenance Manager
Tom Butler, Sr. Contract Administrator



Carolyn Flowers
Interim Chief Operations Officer



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY**

GLAZIER SERVICES FOR METRO TRANSIT FACILITIES

1.	Contract Number: OP33442014		
2.	Recommended Vendor: Gandy Glass Co. Inc.		
3.	Cost/Price Analysis Information:		
	A. Bid Price: \$374,148	Recommended Price \$374,148	
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: Fixed Unit Rate		
5.	Procurement Dates:		
	A. Issued: 4/2/07		
	B. Advertised: 4/4/07		
	C. Pre-proposal Conference: 4/10/07		
	D. Proposals Due: 4/30/07		
	E. Pre-Qualification Completed: 5/9/07		
	F. Conflict of Interest Form Submitted to Ethics: 6/5/07		
6.	Small Business Participation:		
	A. Bid Goal: 0%	Date Small Business Evaluation Completed: 3/6/07	
	B. Small Business Commitment: 0% Details are in Attachment A-2		
7.	Invitation for Bid Data:		
	Notifications Sent: 17	Bids Picked up: 2	Bids Received: 1
8.	Evaluation Information:		
	A. Bidders Names: Gandy Glass Co., Inc.	<u>Bid Amount:</u> \$374,148	<u>Best and Final Offer Amount:</u> N/A
	B. Evaluation Methodology: Details are in Attachment A-1.C		
9.	Protest Information:		
	A. Protest Period End Date: 7/24/07		
	B. Protest Receipt Date: TBD		
	C. Disposition of Protest Date: TBD		
10.	Contract Administrator: Tom Butler	Telephone Number: 213-922-7312	
11.	Project Manager: Hussein Farah	Telephone Number: 213-922-8877	

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

GLAZIER SERVICES FOR METRO TRANSIT FACILITIES

A. Background on Contractor

Gandy Glass is located in Wilmington, California and has been in business since 1952 with the current owners in control since 1984. The firm primarily provides glass repair and glass installation services to homeowners, small businesses, and small contractors. Overall annual sales are approximately \$500,000. The firm has been providing identical services to Metro since June 2006 under a one-year contract which is due to expire July 31, 2007. Gandy Glass has provided satisfactory service to Metro under their current contract.

B. Procurement Background

This procurement was handled as a competitive sealed bid under Invitation to Bid (IFB) No. OP33442014 which requires the contract be awarded to the lowest priced, responsible and responsive bidder. The base contract period is two-years plus 1 one-year option, for a total possible contract period of three years. Gandy Glass was the only bidder although 17 companies were solicited (one of which did a site visit and walkthrough) and two additional companies downloaded the Invitation for Bid from the Metro web site.

The procurement did not include a Disadvantaged Business Enterprise Anticipated Level of Participation (DALP) as the Diversity & Economic Opportunity Department (DEOD) determined there were no subcontracting opportunities.

C. Evaluation of Proposals

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

D. Cost/Price Analysis Explanation of Variances

The recommended price has been determined to be fair and reasonable because the bid was submitted in a competitive environment although only one bid was received. It compares favorably with previous pricing. The price also is within 10% of an Independent Cost Estimate developed by the Metro Estimating Department.

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

GLAZIER SERVICES FOR METRO TRANSIT FACILITIES

PRIME CONTRACTOR -- Gandy Glass Co., Inc.

Small Business Commitment

None

Total Commitment

Other Subcontractors

None

0 %