

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: September 15, 2015

SUBJECT: Bus & Bus Shelter Cleaning Services

ACTION REQUESTED

1. Approve the award of competitive Bid No. 10485 to Sierra Tahoe Snow Removal & Sealing, for bus & bus shelter cleaning services, in the maximum amount of \$297,327, for the period of October 1, 2015 to August 30, 2020. Funding for the first year is provided by the Department of Public Works and Facilities in the FY 2015-16 Proposed Budget.

BACKGROUND

The Department of Public Works and Facilities – Tahoe Area Regional Transit (TART) Division is responsible for the service and maintenance of all Tahoe area buses and bus shelters throughout Placer County Tahoe area. This inventory includes 14 buses and 25 bus shelters. The services needed to maintain this fleet and shelter structures include interior and exterior bus washing, trash removal, pressure washing and graffiti removal from bus shelters.

The department has been utilizing the services of a contractor to provide bus & bus shelter cleaning services on an annual basis for the past several years. The current Blanket Purchase Order will expire September 30, 2015.

This year the Department and Procurement Services Division collaborated to develop Invitation for Bid (IFB) No. 10485 for Bus & Bus Shelter Cleaning Services. The contract will be awarded for an initial term of 12 months with automatic renewals for four additional one year terms with a 2.25 annual percentage increase submitted by the lowest responsive and responsible bidder. One hundred fifty-five firms were notified of the IFB, fourteen firms accessed the bid documents, and formal responses were received from four firms.

Historically these services have been bid every three years. This year as part of our new bid the vendor community advised us that a longer term contract enabled them to offer more attractive contract pricing. This bid was offered with a 5 year total term to encourage bidders to enter into a long term partnership with the County that provides us with consistent service and the vendor with a longer term contract.

The bids were evaluated based on pricing offered per bid item as well as compliance with the bid specifications, terms, and conditions, local vendor preference was also considered but did not have an impact on this bid. There were no protests received during the evaluation of this bid. The bid results show that Sierra Tahoe Snow Removal & Sealing, of Tahoe City, CA was the lowest responsive and responsible bidder. The department concurs with Procurement's recommendation to award a BPO to Sierra Tahoe Snow Removal & Sealing in the maximum aggregate amount of \$297,327 for a five year term beginning October 1, 2015 through September 30, 2020.

Therefore, your Board's approval is required to award a five year blanket purchase order in the maximum amount of \$297,327.

FISCAL IMPACT

The cost of the TART Bus and Bus Shelter Cleaning Contract is \$55,893 for the first year of a five year contract with a 2.25% increase for each of the next four years. This contract is budgeted in the FY 2015-16 Proposed Budget in the Department of Public Works, Tahoe Area Regional Transit (TART) appropriation, professional services account (#2555). The TART Bus and Bus Shelter Cleaning Contract is included within the total professional services cost of \$785,100. Funding for future years will be included in the departments requested budgets.

There is no cost to the County as the funding is from 100% State sources from the Transportation Development Act. The TART Bus and Bus Shelter Cleaning Contract is an ongoing cost associated with the TART service. The plan for funding the ongoing costs will be to continue to use the Transportation Development Act funds that are dedicated to transit expenses.

- Cc: Ken Grehm, Director of Public Works and Facilities
- Cynthia Taylor, Senior Administrative Services Officer – Public Works and Facilities
- Will Garner, Transit/TART Services Manager – Public Works and Facilities