

**Date:** April 27, 2022

**To:** Board of Directors

**From:** Sam Desue, Jr.

**Subject: RESOLUTION NO. 22-04-21 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING CONTRACTS WITH COLUMBIA PRESSURE WASHING LLC, DAMAC AND ASSOCIATES CLEAN LLC, AND G&L JANITORIAL LLC FOR BUS SHELTER CLEANING SERVICES**

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**1. Purpose of Item**

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager or his designee to execute contracts with Columbia Pressure Washing, LLC (CPW), Damac and Associates Cleaning, LLC (DAMAC), and G&L Janitorial, LLC (G&L) for bus shelter cleaning services (Contracts).

**2. Type of Agenda Item**

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

**3. Type of Contract Procurement**

- Low Bid / Invitation to Bid (ITB)
- Request for Proposals (RFP) (inc. CM/GC)
- Request for Qualifications (RFQ) (Personal Services)
- Other (inc. sole source):

**4. Reason for Board Action**

Board authorization is required for all goods and services contracts obligating TriMet to pay in excess \$1,000,000.00.

**5. Type of Action**

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

**6. Background**

TriMet has approximately 1,020 bus shelters that require cleaning at least once per week. High ridership locations are cleaned more often, with some needing to be cleaned on a daily basis. TriMet uses contracted services for cleaning all bus stops that have shelters or other amenities. The current contracts expire on May 31, 2022.

The facilities needing cleaning services are located in three separate regions:

- West Region (west of the Willamette River),
- Northeast Region (NE) (east of the Willamette River and north of Burnside to the Oregon border), and
- Southeast Region (SE) (east of the Willamette River and south of Burnside).

**7. Description of Procurement Process**

Prior to issuance of the solicitation, Procurement & Supply Chain Management and Diversity and Transit Equity staff met to collaborate on an outreach plan to engage Disadvantaged Business Enterprises, Minority-Owned Business Enterprises, Woman-Owned Business Enterprises, Emerging Small Businesses, and Service-Disabled Veteran-Owned Business Enterprises (D/M/W/ESB/SDVBE or Certified firms) for this opportunity.

Staff reached out to a total of 137 Certified firms within TriMet’s service district and invited them to bid on the solicitation. Information regarding this project was distributed through the National Association of Minority Contractors, Latino-Built, Professional Business Development Group, Oregon Association of Minority Entrepreneurs, and the Oregon Native American Chamber. Staff also produced and distributed a flier announcing opportunities for Certified firms to consider bidding on this solicitation.

TriMet issued an ITB for bus shelter cleaning services on February 11, 2022, and bids were received and opened on March 21, 2022. TriMet received bids from six firms, including four from Certified firms. The Bids received are listed in the table below:

<b>CONTRACTOR:</b>	<b>American Cleaning Solutions, Inc</b>	<b>Columbia Pressure Washing LLC</b>	<b>Damac &amp; Assoc. Cleaning LLC</b>
Stated Bid Price - West Region	\$1,343,835.00	\$1,306,737.50	\$1,059,000.00
Stated Bid Price - NE Region	\$1,433,000.00	\$1,340,637.50	\$1,043,425.00
Stated Bid Price - SE Region	\$1,500,400.00	\$1,127,925.00	\$1,055,100.00
<b>CONTRACTOR:</b>	<b>G&amp;L Janitorial LLC</b>	<b>Over Night Pressure Washing Services LLC</b>	<b>Snugs Pro Wash LLC</b>
Stated Bid Price - West Region	\$1,225,250.00	No Bid	\$1,833,000.00
Stated Bid Price - NE Region	\$1,168,550.00	\$1,316,975.00	\$1,399,500.00
Stated Bid Price - SE Region	\$1,168,525.00	No Bid	\$1,352,750.00

Following receipt of bids, but prior to the issuance of the Notice of Intent to Award, staff conducted an equipment inspection of DAMAC’s equipment (truck, pressure washer, garbage containers, cleaning chemicals, etc.) to make a responsible bidder determination. Following that inspection and upon submission and review of additional documentation

submitted by DAMAC showing that it has sufficient staff, equipment and resources to undertake the scope of work, DAMAC was deemed responsible and it was awarded the contract for the NE Region.

Both CPW and G&L are existing TriMet contractors and have exhibited excellent performance over the last five years of their current contracts. They were therefore also deemed responsible and awarded the SE Region and West Region, respectively.

The proposed Contracts with each of the three vendors will have five-year terms, with TriMet retaining the unilateral option to terminate for convenience if any of the contracts need to be terminated for any reason during that period. Price adjustments will be permitted on an annual basis, which will be capped at the Consumer Price Index for Urban Workers (CPI-W) Portland-Salem area. The total amount paid for each contract will be based on each vendor's service rates, TriMet's actual requirements and the services performed in each Region during the Contract term.

The estimated contract amounts are:

CPW (SE Region)	
5-year contract total . . .	= \$1,127,925
DAMAC (NE Region)	
5-year contract total . . .	= \$1,043,425
G&L (West Region)	
5-year contract total . . .	= \$1,225,250
<b>5-Year Total of All Contracts . . .</b>	<b>= \$3,396,600</b>

The total amount of the three contracts of \$3,396,600 compares favorably to TriMet's independent cost estimate (ICE) for this procurement of \$4,692,000 for a five-year contract term. The ICE was based on TriMet's current contract pricing, forecasted minimum wage increases, the considerable increase in shelter vandalism and the associated increase in required shelter cleaning service that TriMet has experienced over the past two years, plus cost escalation.

## **8. Diversity**

- CPW's workforce is 100% minority and 36% female.
- DAMAC is certified as a MBE and ESB; its workforce is 100% minority and 38% female.
- G&L is certified as a MBE and WBE; its workforce is 100% minority and 64% female.

All three vendors will perform their respective region's bus shelter cleaning services with their own employees; none of them will use subcontractors.

## **9. Financial/Budget Impact**

Bus shelter cleaning costs are budgeted as an element of each year's Facilities Management department's operating budget.

**10. Impact if Not Approved**

Should the Board choose to not approve these contracts, Facilities Management would try to provide shelter cleaning services utilizing TriMet staff. However, TriMet is not currently staffed and/or equipped to perform these functions, and obtaining sufficient staff and equipment to perform the solicited work could only be accomplished at a significantly greater cost than the amount of the proposed contracts.

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**RESOLUTION NO. 22-04-21 OF THE TRI-COUNTY METROPOLITAN  
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING  
CONTRACTS WITH COLUMBIA PRESSURE WASHING, LLC, DAMAC AND  
ASSOCIATES CLEAN, LLC, AND G&L JANITORIAL, LLC FOR BUS  
SHELTER CLEANING SERVICES**

**WHEREAS**, TriMet has authority under ORS 267.200 to enter into contracts with Columbia Pressure Washing, LLC (CPW), Damac and Associates Cleaning, LLC (DAMAC), and G&L Janitorial, LLC (G&L) for Bus Shelter Cleaning Services (Contracts); and

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

**WHEREAS**, the total amount of the Contracts exceeds \$1,000,000;

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

1. That the Contracts shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute Contracts in the amounts of \$1,127,925 (Columbia Pressure Washing, LLC), \$1,043,425 (Damac and Associates Cleaning, LLC), and \$1,225,250 (G&L Janitorial, LLC); with the total amount paid for each contract to be based on actual services performed under each, through the April 30, 2027 expiration date of the Contracts.

Dated: April 27, 2022

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Presiding Officer

Attest:

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Recording Secretary

Approved as to Legal Sufficiency:

***Gregory E. Skillman***

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Legal Department