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OPERATIONS COMMITTEE
MARCH 14, 2001

Metropolitan
Transportation
Authority

One Gateway Plaza
Los Angeles, CA
90012-2952

**SUBJECT: MBL & MGL RIGHT-OF-WAY TRASH AND DEBRIS
REMOVAL CONTRACT**

**ACTION: AWARD A CONTRACT TO WOODS MAINTENANCE
SERVICES, INC., TO PROVIDE TRASH AND DEBRIS
REMOVAL SERVICES FOR BLUE LINE AND GREEN
LINE RIGHTS-OF-WAY IN THE AMOUNT OF
\$1,180,494**

RECOMMENDATION

Award a five year fixed rate contract to Woods Maintenance Services, Inc., of North Hollywood, California, the lowest responsive, responsible bidder to invitation OP33440639 to provide Trash and Debris Removal Services for Blue Line and Green Line rights-of-way in an amount not to exceed \$1,180,494 inclusive of two one-year options.

RATIONALE

This action will allow the MTA-operated light rail lines to be kept 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 April 30, 2001. The recommended frequency of service for the Green Line is double what it was in the previous contract with a net increase of 190 service hours per month. Green Line trash pick-up was increased from once every two weeks to weekly service to improve right-of-way cleanliness. The previous level of service for the Green Line was deemed inadequate to effectively keep the ROW sections across from platforms clean of trash and debris.

FINANCIAL IMPACT

Funding of \$200,000 for this service is included in the FY01 budget in cost center 3344, Facilities Maintenance – Contracts & Administration under project 300022, Blue Line Operations and project 300033, Green Line Operations, and line item 50308, Services – Contract Maintenance Services. In FY01, \$74,601 was expended on this service through December 2000. Since this is a multi-year contract, the cost center Manager and Executive Officer will be accountable for budgeting the cost in future years, including any options exercised.

ALTERNATIVES CONSIDERED

The alternative to contracting for the service is to hire personnel to perform the work in-house. This is not a cost effective option for the MTA.

BACKGROUND

Metro Blue Line and Green Line rights-of-way and railroad tracks must be kept free of trash, debris and refuse to avoid violating local municipal codes. Trash and debris accumulation on the rights-of-way is a public nuisance and may pose immediate threat to the health, safety and welfare of adjoining communities. Foreign objects on the railroad tracks, interlocks, and switches may also cause train derailment or could impair train operations. Trash removal services for the various right-of-ways have been continuously performed on a contract basis since revenue service operations began on both lines and must continue to ensure safe train movements.

PROCUREMENT SUMMARY

On January 2, 2001, the MTA issued Invitation For Bids (IFB) OP-3344-0639 for the trash/debris removal from railroad right-of-way and facilities for the Blue Line and the Green Line. Notice of Availability cards were sent to 339 potential bidders from the MTA vendor database with Landscaping Maintenance background. The bid includes the firm fixed rate for estimated quantities. A total of 18 firms requested the IFB, and on January 29, 2001, five bids were received as follows:

Woods Maintenance Services, Inc.	\$1,180,494.00/\$18.50 per hour
Accent Landscaping	\$1,240,330.68/\$18.60 per hour
Quality Fence Co., Inc.	\$1,305,414.00/\$19.50 per hour
United Pacific Services	\$1,428,150.00/\$22.50 per hour
Industrial Janitor Service	\$1,629,581.40/\$23.74 per hour

The bid submitted by Quality Fence Co., Inc. was determined to be non-responsive because they failed to comply with the requirements of IFB addendum number 1.

Staff reviewed the technical capabilities of Woods Maintenance Services, Inc., the lowest, responsible and responsive bidder, and found them to be qualified to perform the work. They were fully responsive to the IFB requirements.

COST/PRICE ANALYSIS

BID PRICE/UNIT PRICE	HISTORICAL PRICE	PRICE VARIANCE
\$18.50/hr. Base Year	\$15.75/hr. Base Year	\$2.75/hr. Base Year
\$19.50/hr. Option Years. 1 and 2	\$15.75/hr.	\$3.75/hr.

The recommended bid price of \$1,180,494.00 has been determined to be fair and reasonable based on price analysis of the lowest responsive and responsible bidder. The recommended bid price resulted in a net increase of \$2.75/hr. from historical price because of cost escalation over the term. This reflects a 3% increase per year over the five years since the existing contract was issued against the base contract period. The option rate is escalated at 2.7% per year against the base


SMALL BUSINESS PARTICIPATION

The Small Business Diversity Unit does not recommend a Disadvantaged Business Enterprise (DBE) participation goal for this procurement. The Small Business Diversity Unit explored subcontracting possibilities and determined that no opportunities for subcontracting were apparent. Several DBE firms were identified for outreach purposes to bid as Primes for this procurement. The availability of such a large number of DBE firms in this service area provides an excellent opportunity for DBE firms to compete for prime contracts with the MTA. Notwithstanding, pursuant to the DBE Program requirements, Woods Maintenance Services, Inc., is expected to afford maximum opportunity to DBE firms in subcontract and supply services areas if subcontractors are utilized.


ATTACHMENT (S)

A. Procurement Summary

Prepared by: Hussein Farah, Facilities Maintenance Manager
Charles E. Huff, Contract Administrator



For Thomas K. Conner
Executive Officer, Transit Operations

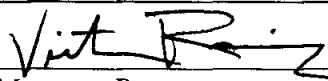


Colonis Mitchell
Executive Officer, Procurement


**Procurement: MBL And MGL Trash/Debris Removal From R-O-W
Board Date: March 14, 2001**

**BOARD REPORT ATTACHMENT "A"
PROCUREMENT SUMMARY
SEALED BID**

1.	Independent Estimate:\$ 1, 139,393.00
2.	Recommended Vendor: Woods Maintenance Services, Inc.
	Name : Woods Maintenance Services, Inc.
	City: North Hollywood, Ca.
	Total Dollar Amount: \$1,180,494.00
3.	Description of Equipment or Material: Blue Line and Green Line rights-of-way and railroad tracks shall be kept free of trash, debris and refuse to avoid violating local municipal codes. Trash/debris accumulation on the rights-of-way is a public nuisance and may pose immediate threats to the health, safety and welfare of adjoining communities.
4.	Issued and Advertised: December 29, 2000.
5.	DBE Participation Goal? Waiver
	Responsive? Waiver
6.	No. of Bid notifications sent (postcards): 339
7.	No. of Bids Picked up by Vendors: 18
8.	Pre-Bid Conference: January 11, 2001
9.	Date bids opened: January 29, 2001
10.	No. of bids received: Five (5)
11.	Staff analysis: Staff has determined that all bidders, except for Quality Fence Co., Inc., is technically qualified, responsive and responsible.
	1. List Bidders and Bid Prices A) Woods Maintenance Services, Inc. \$1,180,494.00/\$18.50 per hour; B) Accent Landscaping \$ 1,240, 330.68/\$18.60 per hour; C) Quality Fence Co. Inc. \$1,305,414.00/\$19.50 per hour; D) United Pacific Services \$1,428,150.00/\$22.50 per hour and 5) Industrial Janitor Service \$1,629,581.40/\$23.74 per hour.
12.	Protest Received: None, the protest period shall expire after the date of the committee meeting.
	Disposition of Protest/Appeal: N/A
13.	Award to Other than Low Bid? NO.Why?
14.	Conflict of Interest form submitted to Ethics? YES
15.	EO Evaluation Completed: Goal Waived
16.	Pre-Qualification Completed? YES
17.	Audit Report Status: N/A
18.	Contract Administrator; Charles E. Huff
	Tel: X24685
19.	Project Manager: Ron Trimble
	Tel: X26688

Concur: 
Manager, Procurement

Concur: 
Director, Procurement

Concur: 
Deputy Executive Officer, Procurement