



Metropolitan
Transportation
Authority

SUBJECT: DATA CENTER/COMPUTER EQUIPMENT CLEANING SERVICES

ACTION: AWARD A FIVE-YEAR CONTRACT TO LMI DATA CENTER CLEANING

One Gateway Plaza
Los Angeles, CA
90012-2952

RECOMMENDATION

Award a five year, firm fixed price contract, under Bid No. PS01640018 to LMI Data Center Cleaning, the only responsive and responsible bidder for Data Center/Computer Equipment Cleaning Services for a total price of \$299,750.

RATIONALE

The data center areas of the Gateway building must be kept in a “clean room” condition to ensure that the MTA computer equipment is running smoothly and that dust particles and other contaminants are kept to a minimum. The equipment located in the areas to be cleaned is extremely sensitive and critical to the day-to-day operation of the MTA. Critical functions of the MTA would be adversely impacted if any of this equipment were to fail.

The 17,450 square foot, second floor areas to be cleaned include the telephone rooms and computer room along with adjacent administrative offices. Equipment housed in these areas are: the mainframe, server equipment, agency wide telephone switch, and MTA’s internet connections. The sixth floor Transit Radio System (TRS) computer room measuring 14,400 square feet houses the computer equipment that monitors and tracks all MTA buses in service. During an average day a minimum of 12 core ITS operators enter and exit the computer room areas as part of executing their job functions. Dust and air borne particles enter these areas with the operators and through the air ventilation system.

The MTA has historically contracted for specialized data center cleaning services separate from routine janitorial services because of the specialized equipment and training required for the data center cleaning. The MTA computer rooms and the equipment housed therein are cleaned by 4 to 5 technicians on a weekly basis with specialized equipment that includes shielded vacuums with .05 micro static filters along with specially formulated anti-static cleaning agents. Shielded equipment is necessary to protect erasure of recorded information from disks and tapes. If left in the air static electricity and air borne particles can damage hard drives and corrupt data.

LMI is the current data center cleaning contractor and has been providing these services since January 2000. Their cleaning services have been performed in a satisfactory manner.

FINANCIAL IMPACT

Funding of \$180,000 for this service is included in the proposed FY02 budget in cost center 6430, Building Services under project number 100001 overhead, task number 01.01, and line item number 50308, service contract maintenance.

Since this is a multi-year contract, the cost center manager and Executive Officer will be accountable for budgeting the cost in future years. In FY01, \$69,160 will be expended on this service.

ALTERNATIVES CONSIDERED

The alternatives to consider rather than contracting with an outside vendor for data center cleaning services are:

- 1) Use MTA personnel and equipment to perform the specialized data center cleaning services. This alternative is not recommended because MTA does not have the properly trained staff and specialized equipment to perform these services.
- 2) Not provide specialized services and just utilize MTA personnel to perform normal cleaning services. This alternative is not recommended because the data center rooms must be kept in a "clean room" state at all times to maintain system reliability and mitigate service disruption.

PROCUREMENT SUMMARY

On April 3, 2001, Invitations for Bid (IFB) Number PS01640018 was advertised and released. A total of seven requests for the IFB were received. On May 3, 2001, one bid was received in response to the IFB. LMI Data Center Cleaning, with a total bid of \$299,750 was determined to be the only responsive and responsible bidder. Please see Attachment A, Procurement Summary, for further details.

A survey was conducted to find out the reasons why the other firms did not submit bids. One firm that had several people attend the job walk said that there was a mix-up as to the responsibility for the bid submission and as a result no bid was prepared for submission. Some of the smaller firms that attended the job walk were seeking subcontracting opportunities that did not materialize.

COST/PRICE ANALYSIS

COST/PRICE ANALYSIS

Line Item #	Quantity	Quantity Type	Type Of Service	Unit Rate	Historical Unit Rate	Variance Unit Rate
1.	31,850	Square Footage	Basic Service	\$ 1.83	\$ 2.64	\$.81
2.	1	One Time Fee	Under Floor Cleaning FY01-02	\$2,750.00	None	N/A
3.	150	Hours	Emergency Svc.	\$ 40.00	None	N/A

The recommended bid price of \$299,750 has been determined to be fair and reasonable based upon price analysis of a single bid. The recommended bid unit rate results in a net reduction of \$0.81 from the historical unit rate because of the increase in square footage to be serviced.

SMALL BUSINESS PARTICIPATION (PS-016430018)

The Contract has a six percent (6%) Disadvantaged Business Enterprises (DBE) participation goal. The recommended awardee, LMI Data Center Cleaning, has committed to 6%.

Original Award Amount \$299,750

Subcontractor's Name	Commitment	Current Attainment	Current Participation	Current Status
Industrial Specialty Products, Inc.	6%	N/A	N/A	New Award

ATTACHMENT

A. Procurement Summary

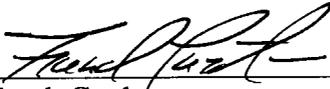
Prepared by:

Phyllis Meng
General Services Supervisor

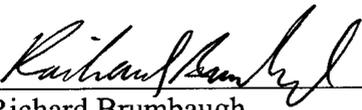
Ken Takahashi
Senior Contract Administrator



Colonus Mitchell
Executive Officer, Procurement



Frank Cardenas
Executive Officer, Administration



Richard Brumbaugh
Chief Financial Officer



Allan Lipsky
Office of the Chief Executive Officer

ATTACHMENT A

**PROCUREMENT SUMMARY
SEALED BID**

1.	Independent Estimate: \$420,530 (Based upon historical pricing)	
2.	Recommended Vendor	
	Name: LMI Data Center Cleaning	
	City: Hesperia, CA 92345	
	Total Dollar Amount: \$299,750	
3.	Description of Services or Material: Data Center/Computer Equipment Cleaning	
4.	Contract Type: Firm Fixed Price	
5.	IFB Issued: April 3, 2001	
6.	Advertisement Date: April 3, 2001	
7.	DBE Participation Goal? 6%	
	Responsive? Yes, 5/8/01	
8.	Number of Bid notifications sent (postcards): 268	
9.	Number of Bids Picked up by Vendors: 7	
10.	Pre-Bid Conference: Job Walk Conducted on 4/12/01	
11.	Number of bids received: 1	
12.	Date bids opened: May 3, 2001	
13.	Staff analysis:	
	Bidders and Bid Prices:	
	LMI Data Center Cleaning	\$299,750
	Technical Analysis: Yes, 5/14/01, Technically qualified	
14.	Protest Received: None	
15.	Disposition of Protest/Appeal: N/A	
16.	Pre-Qualification Completed: Yes, 5/8/01	
17.	Conflict of Interest form submitted to Ethics: Yes, 5/15/01	
18.	Audit Report Completed: N/A	
19.	EO Evaluation Completed: Yes, 5/8/01	
20.	Contract Administrator: Ken Takahashi	Telephone: (213) 922-1047
21.	Project Manager: Phyllis Meng	Telephone: (213) 922-2375