



Metropolitan  
Transportation  
Authority

**SUBJECT: WINDOW CLEANING SERVICES FOR THE USG  
HEADQUARTERS BUILDING**

**ACTION: AWARD A CONTRACT FOR USG WINDOW CLEANING  
SERVICES**

**RECOMMENDATION**

Authorize the Chief Executive Officer to award a five-year, firm fixed price unit rate contract, Contract No. PS64301429, to Bielski Window & Masonry Cleaning for window cleaning services for the USG Headquarters building in an amount not to exceed \$252,129, inclusive of two, one-year option(s), effective December 1, 2003.

**RATIONALE**

The MTA Gateway Headquarters is a 26-story high-rise building with a stone façade and many windows. The building sits on a site adjacent to a major train yard and major freeways, causing mineral deposits, dirt, and insects to accumulate very quickly on the building's exterior stone curtain wall and windows. If the mineral deposits, dirt, and insects are allowed to accumulate, permanent damage to the building's exterior would occur. Regularly scheduled cleaning of the building exterior stone surface and windows reduces damage and is part of the overall building maintenance plan. The current contract expires November 30, 2003.

The contract scope of work includes pressure washing the building once a year, cleaning the interior and exterior windows twice a year, and cleaning the exterior plaza level and third floor windows on a monthly basis. The contracted services will be requested on an as needed basis based on variable conditions, such as cleanliness of the windows. The quantities reflected in the bid solicitation and contract would be the maximum services required during the contract term.

**FINANCIAL IMPACT**

Funding of \$45,000 for this service is included in the FY04 budget in cost center 6430, Building Services under 100001, general overhead. 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. In FY03, \$31,765 was expended on MTA Gateway Headquarters Building window washing services.

One Gateway Plaza  
Los Angeles, CA  
90012-2952

## **ALTERNATIVES CONSIDERED**

One alternative is to not clean the building windows and exterior surfaces. This is not a viable alternative because the accumulated dirt and debris would permanently damage the windows and exterior curtain wall.

Another alternative would be to have MTA personnel perform window-washing services. Currently, MTA does not have the specialized equipment and MTA staff do not have the training or experience required to perform this work, therefore this is not a viable alternative.

## **ATTACHMENT(S)**

1. Contract Value Status Summary
2. Procurement Summary
3. List of Subcontractors

Prepared by: Brian Soto, Director, General Services  
Gregory Moore, Contract Administrator



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Don Ott  
Executive Officer Administration



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Roger Snoble  
Chief Executive Officer

**BOARD REPORT ATTACHMENT A  
CONTRACT VALUE STATUS SUMMARY**

**USG Window Cleaning Services**

|     |                                                                                     |                                                  |                              |
|-----|-------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------|
| 1.  | Contract Number: PS64301429                                                         |                                                  |                              |
| 2.  | Recommended Vendor(s):<br>Bielski Window & Masonry Cleaning (Bielski)               |                                                  |                              |
| 3.  | Cost/Price Analysis Information:                                                    |                                                  |                              |
|     | A. Proposed Price: NTE \$252,129                                                    | Recommended Price: NTE \$252,129                 |                              |
|     | B. Details of Cost/Price Analysis are in Attachment A-1.D                           |                                                  |                              |
| 4.  | Contract Types: Firm Fixed Price Contract                                           |                                                  |                              |
| 5.  | Procurement Dates:                                                                  |                                                  |                              |
|     | A. Issued: July 21, 2003                                                            |                                                  |                              |
|     | B. Advertised: July 23, 2003                                                        |                                                  |                              |
|     | C. Pre-bid/proposal Conference: July 31, 2003                                       |                                                  |                              |
|     | D. Bids/Proposals Due: Monday, August 21, 2003                                      |                                                  |                              |
|     | E. Pre-Qualification Completed: (pending)                                           |                                                  |                              |
|     | F. Conflict of Interest Form Submitted to Ethics: August 25, 2003                   |                                                  |                              |
| 6.  | Small Business Participation:                                                       |                                                  |                              |
|     | A. Bid/Proposal Goal:<br>No DBE Goal Recommended                                    | Date Small Business Evaluation Completed:<br>N/A |                              |
|     | B. Small Business Commitment: No DBE Goal Recommended                               |                                                  |                              |
| 7.  | Invitation for Bid/Request for Proposal Data:                                       |                                                  |                              |
|     | Notifications Sent:<br>10                                                           | Bid/Proposals Picked up:<br>2                    | Bid/Proposals Received:<br>4 |
| 8.  | Evaluation Information:                                                             |                                                  |                              |
|     | A. Bidders/Proposers Names:                                                         | Bids/Proposals Amount                            | Best and Final Offer Amount: |
|     | Bielski                                                                             | \$252,129                                        | N/A                          |
|     | WWC Window Cleaning                                                                 | \$256,000                                        |                              |
|     | HSG, Inc.                                                                           | \$257,824                                        |                              |
|     | Mr. Window & Company                                                                | \$553,000                                        |                              |
|     | Evaluation Methodology: Responsive and Responsible Bidder Offering the Lowest Price |                                                  |                              |
| 9.  | Protest Information:                                                                |                                                  |                              |
|     | A. Protest Period End Date: October 17, 2003                                        |                                                  |                              |
|     | B. Protest Receipt Date: TBD                                                        |                                                  |                              |
|     | C. Disposition of Protest Date: TBD                                                 |                                                  |                              |
| 10. | Contract Administrator:<br>Gregory Moore                                            | Telephone Number:<br>922-7376                    |                              |
| 11. | Project Managers:<br>Phyllis Meng                                                   | Telephone Number:<br>922-2375                    |                              |

**BOARD REPORT ATTACHMENT "A-1"**  
**PROCUREMENT SUMMARY**

**A. Background of Contractor**

Bielski Window & Masonry Cleaning (Bielski) is based in Anaheim, California and has extensive industry experience. Bielski has been in business since 1979, and its current clients include the City of Los Angeles (City Hall) and Warner Brothers. Further, Bielski has provided window cleaning services for the Metropolitan Transportation Authority's USG Headquarters Building since 2001, and services provided by Bielski have been satisfactory.

**B. Procurement Background**

Invitation for Bids (IFB) No. PS64301429 was released on July 21, 2003 and advertised on July 23, 2003. A pre-bid conference was held on July 31, 2003, and six firms were in attendance. Prior to the August 21, 2003 bid deadline, four firms submitted bids.

The Diversity & Economic Opportunity Department (DEOD) did not recommend a DBE goal for this procurement. Based on industry practice, the prime contractor is expected to complete the entire scope with its own workforce. However, pursuant to the DBE Program, if Bielski utilizes the services of subcontractors, they are expected to afford maximum opportunities to DBE firms in all subcontracting and supply services areas throughout the life of the contract.

**C. Evaluation of Bids**

Staff evaluated the lowest priced, responsive and responsible bid. Bielski provided all of the relevant requirements and established itself as the lowest priced, responsive and responsible bidder with solid business references.

**D. Cost/Price Analysis and Explanation of Variances**

The recommended amount of \$252,129 has been determined to be fair and reasonable based upon price analysis and adequate price competition under the competitive procurement process described herein.

**BOARD REPORT ATTACHMENT "A-2"**  
**LIST OF SUBCONTRACTORS**  
**USGWINDOW CLEANING SERVICES**

Prime Contractor: Bielski Window & Masonry Cleaning  
Subcontractor(s): N/A

Total Commitment: No DBE Goal Recommended