

**Board Report**

File #: 2018-0578, **File Type:** Contract**Agenda Number:** 18.

**OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE
OCTOBER 18, 2018****SUBJECT: TRANSIT OPERATIONS SUPERVISORS UNIFORM - BUS/RAIL****ACTION: APPROVE CONTRACT AWARD****RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to:

- A. AWARD a five-year, firm fixed unit rate Contract No. PS113404000 to Becnel Uniforms, Inc. to provide uniforms for Bus and Rail Transit Operations Supervisors (TOS), in an amount not-to-exceed \$819,773 for the three-year base term and \$400,000 for one, two year option, for a combined total not-to-exceed amount of \$1,219,773 effective January 1, 2019, subject to resolution of protest(s), if any; and
- B. AWARD a five-year, firm fixed unit rate Contract No. PS113405000 to LA Uniforms and Tailoring to provide uniforms for Bus and Rail Transit Operations Supervisors (TOS), in an amount not-to-exceed \$221,602 for the three-year base period and \$100,000 for one, two year option, for a combined total not-to-exceed amount of \$321,602 effective January 1, 2019, subject to resolution of protest(s), if any.

ISSUE

The existing uniform contract with Galls, LLC will expire on December 31, 2018. A new uniform contract is required to comply with Metro's collective bargaining agreement.

BACKGROUND

Per the current AFSCME collective bargaining unit agreement Article 35, Metro is required to provide each eligible full time TOS employee an annual credit of \$475 to purchase a uniform on the employee AFSCME classification date.

DISCUSSION

In order to gather recommendations for selecting a uniform company vendor to best meet Metro's requirements, a TOS Uniform Review Committee comprised of a diverse group of Bus and Rail Operations represented/non-represented employees was established over the past year. This

approach was taken to help integrate employee feedback and address concerns regarding quality and garment preference, improve customer service delivery, and enhance vendor accessibility for TOS staff requiring uniform replenishment. The following departments were represented as a part of the committee: Operations Central Instruction (OCI), Vehicle Operations (VO), Bus Operations Control (BOC), Division (Admin), Rail Operations Control (ROC), and Rail Field Supervision. One of the committee's recommendations focused on requiring uniform vendors to allow TOS staff to physically visit the uniform site to select and be measured for uniforms.

The new contracts will facilitate the standardization of TOS uniforms and enhance the appearance and visibility of supervisory staff in Operations uniforms items at a pre-determined price. Each TOS will receive an annual voucher to use with selected vendors. Supervisors will travel to the physical location of vendor stores to purchase necessary uniform item(s). The uniform voucher amount is in accordance with the union agreement which provides an annual individual stipend in the amount of \$475. The new uniform will provide consistency in appearance for TOS staff as there will be no major changes in color or style from the existing uniform. Also, the approved uniform is made to withstand prolonged wear and ease of maintenance. The selection and choices of uniform garment pieces may be expanded or changed contingent on recommendations from the TOS uniform committee and review from Metro management. Lastly, Metro customers and emergency first responders will continue to easily identify Metro Supervisors for assistance as we deliver transportation service.

This procurement is eligible for Metro's Small Business Prime Program which sets aside applicable contracts, such as the TOS Uniform Contract, where only Metro certified Small Business Enterprise (SBEs) can compete. As a result, staff is recommending awarding to multiple awardees, Becnel Uniforms and LA Uniforms and Tailoring, as they are certified SBEs who have been determined as responsive and qualified to provide TOS uniforms to Metro for the duration of this contract term.

DETERMINATION OF SAFETY IMPACT

The approval of this item will ensure the required supply of uniforms to Metro represented labor employees as they work to deliver safety, service, reliability, and cleanliness on our system.

FINANCIAL IMPACT

Funding of \$166,250 for this Contract is included in the FY19 budget in multiple transportation cost centers, account - 50215 (F/B Uniforms), projects 306001 (Bus Operations), 300022 (Blue Line Operations), 300033 (Green Line Operations), 300044 (Red Line Operations), 300055 (Gold Line Operations), 301012 (Orange Line Operations), and 300066 (Expo Line).

Since this is a multi-year contract, the cost center manager, and the Sr. Executive Officer, Transportation will be accountable for budgeting the cost in future fiscal years, including any option(s) exercised.

Impact to Budget

The current source of funds for this action are Federal Section 5307, Proposition A/

C, Measure R/M, TDA Article 4, and include Passenger Fares. These funding sources currently maximize allowable fund allocation given approved funding provisions and guidelines.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

Approval of this recommendation supports the following Metro Strategic Plan Goal: Provide responsive, accountable, and trustworthy governance within the Metro organization. This uniform contract will allow Metro supervisory personnel to be easily identified and continue to represent the agency and our commitment to safety, service, reliability, as we work to provide a world-class transportation system that enhances quality of life for all who live, work, and play within LA County.

ALTERNATIVES CONSIDERED

The board may choose not award these Contracts; however, this alternative is not recommended as Metro supervisory staff would not be provided adequate uniform services which are a requirement per the current AFSCME collective bargaining agreement.

NEXT STEPS

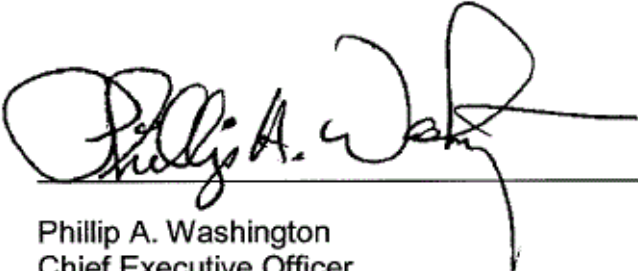
Upon approval by the Board, staff will execute Contract No. PS113404000 to Becnel Uniforms, Inc. and Contract No. PS113405000 to LA Uniforms and Tailoring effective January 1, 2019, to provide uniform services to Metro represented bus and rail Transit Operation Supervisors.

ATTACHMENTS

Attachment A - Procurement Summary
Attachment B - DEOD Summary

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Phillip A. Washington
Chief Executive Officer

PROCUREMENT SUMMARY

**TRANSIT OPERATIONS SUPERVISOR UNIFORMS – BUS/RAIL
PS113404000 and PS113405000**

1.	Contract Number A: PS113404000 Contract Number B: PS113405000	
2.	Recommended Vendor A: Becnel Uniforms, Inc. Recommended Vendor B: LA Uniforms and Tailoring	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: May 17, 2018	
	B. Advertised/Publicized: May 17, 2018	
	C. Pre-Proposal/Pre-Bid Conference: May 24, 2018	
	D. Proposals/Bids Due: July 12, 2018	
	E. Pre-Qualification Completed: July 25, 2018	
	F. Conflict of Interest Form Submitted to Ethics: August 22, 2018	
	G. Protest Period End Date: October 23, 2018	
5.	Solicitations Picked up/Downloaded: 7	Bids/Proposals Received: 2
6.	Contract Administrator: Rommel Hilario	Telephone Number: (213) 922-4654
7.	Project Manager: Gary Shiroishi	Telephone Number: (213) 922-21305

A. Procurement Background

This Board Action is to approve two contract awards to provide uniform and work apparel to approximately 550 bus and rail Transit Operation Supervisors (TOS), both men and women, with new quality embroidered clothing per the current American Federation of State, County and Municipal Employees (AFSCME) agreement between Metro and AFSCME Local 3624, as outlined in Request for Proposal (RFP) No PS53045. Board approval of contract awards are subject to resolution of any properly submitted protest(s).

Prior to the release of the RFP, the Diversity and Economic Opportunity Department (DEOD) conducted outreach to uniform firms in the Los Angeles County area. In April 2018, an email was sent out to a number of firms, including the incumbent, highlighting the contract opportunity and providing information on how to obtain an SBE certification which was a condition of award. Additionally, the RFP due date was extended three weeks to accommodate SBE applications that were pending approval with DEOD.

On May 17, 2018, the RFP was released into the SBE Prime Program, and issued as a competitively negotiated procurement in accordance with Metro's Acquisition Policy. The contract type is firm fixed unit rate. As stated in the RFP, it was Metro's intention to award multiple contracts to local SBE firms to maximize accessibility to

TOS supervisors to purchase their uniforms and work apparel at store front businesses throughout Los Angeles County.

Two amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on May 30, 2018, included pre-proposal documents - agenda, sign-in sheets, reference check form, and planholder's list.
- Amendment No. 2, issued on June 12, 2018, extended the proposal due date.

A pre-proposal conference was held on May 24, 2018. A total of two participants representing two firms were in attendance.

On July 12, 2018, Metro received two proposals from the firms listed below in alphabetical order:

1. Becnel Uniforms, Inc.
2. LA Uniform and Tailoring

B. Evaluation of Proposals

The Proposal Evaluation Team (PET), consisting of members representing Transit Operation Supervisors and Rail Transit Operator Supervisors, was convened and conducted a comprehensive technical evaluation of the proposals received.

The Evaluation was divided into three phases: Minimum Qualifications Review, Technical Review, and Site Visits. Proposals were evaluated based on the following criteria and weights:

- Degree of Contractor's (Firm and Staff) Skills & Experience 40%
- Understanding of the Work Plan 40%
- Cost 20%

The following is a summary of the PET scores:

1	FIRM	Average Score	Factor Weight	Weighted Average Score	Rank
2	Becnel Uniforms, Inc.				
3	Degree of Contractor's (Firm and Staff) Skills & Experience	98.30	40%	39.32	
4	Understanding of the Work Plan	98.30	40%	39.32	

5	Cost	100.00	20%	20.00	
6	Total		100.00%	98.64	1
7	LA Uniform and Tailoring				
8	Degree of Contractor's (Firm and Staff) Skills & Experience	80.00	40%	32.00	
9	Understanding of the Work Plan	84.30	40%	33.72	
10	Cost	85.00	20%	17.00	
11	Total		100.00%	82.72	2

C. Cost/Price Analysis

The two contract awards represent the best value to Metro. The recommended prices have been determined to be fair and reasonable based upon adequate competition, unit rate price analysis, fact finding, and technical evaluation.

PROPOSER	PROPOSED AMOUNT	METRO ICE	AWARD AMOUNT
Becnel Uniforms, Inc.	\$1,219,772.50	\$1,541,375	\$1,219,773
LA Uniforms and Tailoring	\$1,456,361.60		\$321,602

As stated earlier, it was Metro's intention to award multiple contracts to local SBE firms who provide TOS supervisors the ability to purchase their uniforms and work apparel at store front businesses in Los Angeles County. As a result, the decision was made to award a contract to LA Uniforms and Tailoring located within 25 miles of Metro Headquarters. It is anticipated that a number of employees living near the City of Lawndale and adjacent areas can conveniently access uniforms at the store.

The rationale to award Becnel a not-to-exceed amount of \$1,219,773 is due to an anticipated majority of supervisors purchasing their uniforms at their store located less than a mile from Metro Headquarters.

D. Background on Recommended Contractors

Becnel Uniforms

Becnel Uniforms, Inc. (Becnel), a Metro certified SBE, was established in 1952 and was incorporated in 1976. Becnel employs expert tailors and embroidery personnel. Many of their employees have decades of experience. In addition, they carry a large

inventory of uniforms available to Metro employees. Currently, Becnel has three contracts with Metro and have performed satisfactorily.

LA Uniform and Tailoring

LA Uniforms and Tailoring (LA Uniforms), a Metro certified SBE, was founded in 2017. The firm has invested in advanced machinery that offers all the functions and tools to create embroidery projects. LA Uniforms provide customized tailoring for any uniform purchased. The owner carries over 25 years of experience in tailoring and embroidery.

DEOD SUMMARY

**TRANSIT OPERATIONS SUPERVISOR UNIFORMS – BUS/RAIL
PS113404000 and PS113405000**

A. Small Business Participation

Pursuant to Metro’s Board-approved policy, competitive acquisitions with three or more Small Business Enterprise (SBE) certified firms within the specified North American Industry Classification System (NAICS) as identified for the project scope shall constitute Small Business Set-Aside procurement. Accordingly, the Contract Administrator advanced the solicitation, including posting the solicitation on Metro’s website, advertising, and notifying certified small businesses as identified by NAICS code(s) that this solicitation was open to **SBE Certified Small Businesses Only**.

Becnel Uniforms, Inc., and LA Uniforms ~~and~~ Tailoring, both SBE primes, committed to perform 100% of the work with their own workforce.

SMALL BUSINESS PRIME (SET-ASIDE)

	SBE Contractors	SBE % Committed
1.	Becnel Uniforms, Inc. (Prime)	100%
2.	LA Uniforms and Tailoring (Prime)	100%
	Total Commitment	100%

B. Living Wage and Service Contract Worker Retention Policy Applicability

The Living Wage and Service Contract Worker Retention Policy (LW/SCWRP) is not applicable to this ~~e~~Ccontract.

C. Prevailing Wage Applicability

Prevailing wage is not applicable to this ~~C~~econtract.

D. Project Labor Agreement/Construction Careers Policy

Project Labor Agreement/Construction Careers Policy is not applicable to this Contract. ~~Project Labor Agreement/Construction Careers Policy~~LA/CCP is applicable only to construction contracts that have a construction contract value in excess of \$2.5 million.