

Date: April 27, 2022

To: Board of Directors

From: Sam Desue Jr.

Subject: RESOLUTION NO. 22-04-19 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT MODIFICATION WITH REITMEIER FOR ORDINARY REPAIR OR MAINTENANCE AND/OR MINOR ALTERATION HVAC SERVICES

1. Purpose of Item

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager or his designee to execute a contract modification (Modification) with Reitmeier for Ordinary Repair or Maintenance and/or Minor Alteration HVAC Services.

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 of \$1,000,000.

5. Type of Action

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

6. Background

TriMet's Facilities Maintenance Department (Facilities) maintains approximately 20 buildings with HVAC systems. These systems regularly require ordinary repair, maintenance, and/or minor alteration to continue functioning properly. In 2018, TriMet issued an Invitation to Bid and awarded a contract to Reitmeier in the amount of \$798,500 to carry out these services. The original contract term was one year, with TriMet's option to renew for four additional one year terms. There is one option year remaining. Subsequent modifications to the contract have increased the current contract value to \$999,998.

In addition to regular, anticipated HVAC services, a number of unexpected repairs or replacements have been necessary for Reitmeier to undertake. For example, over the life of the contract, compressor units and associated components, burner controls, air conditioning units, garage exhaust fans, Liebert dry coolers, and AC condenser units have unexpectedly failed, needing repair or replacement by Reitmeier.

This Resolution will authorize a Modification of \$250,000 to the contract, increasing the current contract authority from \$999,998 to \$1,249,998, through the August 31, 2023 contract termination date. The Modification will allow payment for completion of various projects, for any on-call ordinary repair or maintenance, and/or minor alteration HVAC services that may be needed between now and the contract's expiration.

7. Description of Procurement Process

The contract was procured via an Invitation To Bid (ITB).

8. Diversity

Reitmeier's staff is 17% minority and 7% women. Reitmeier will continue to self-perform the work.

9. Financial/Budget Impact

Funding for this contract is included in the Facilities Maintenance Services operating budget.

10. Impact if Not Approved

Board approval of this Resolution is necessary because the Agency has an on-going need for Ordinary Repair or Maintenance and/or Minor Alteration HVAC Services. These services keep TriMet's employees and buildings safe. Failure to increase funding for this contract could result in significant hazards to staff and buildings, and potentially disrupt operations.

RESOLUTION NO. 22-04-19

**RESOLUTION NO. 22-04-19 OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A
CONTRACT MODIFICATION WITH REITMEIER FOR ORDINARY REPAIR
OR MAINTENANCE AND/OR MINOR ALTERATION HVAC SERVICES**

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract modification (Modification) with Reitmeier for Ordinary Repair or Maintenance and/or Minor Alteration HVAC Services; and

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Modification shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute the Modification in the amount of not more than \$250,000, increasing the total authorized contract amount from \$999,998 to \$1,249,998, through the August 31, 2023, contract termination date.

Dated: April 27, 2022

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:

Gregory E. Skillman
Legal Department