


Date: December 13, 2023

To: Board of Directors

From: Sam Desue, Jr. 

Subject: **RESOLUTION NO. 23-12-67 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING CONTRACTS WITH CBM SYSTEMS LLC, COLUMBIA PRESSURE WASHING LLC, AND DAMAC AND ASSOCIATES CLEAN LLC, FOR CUSTODIAL GOODS AND SERVICES (FIVE REGIONS)**

1. Purpose of Item

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager to execute contracts with CBM Systems, LLC (CBM), Columbia Pressure Washing, LLC (CPW), and DAMAC and Associates Clean, LLC (DAMAC), for custodial goods and services (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:

4. Reason for Board Action

Board authorization is required for all contracts obligating TriMet to pay in excess \$1,000,000.

5. Type of Action

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

6. Background

TriMet operates and maintains numerous facilities that serve as administration offices, layover and breakroom facilities for operators and maintenance employees, and transit centers for TriMet customers. TriMet contracts for custodial services at these facilities, including cleaning restrooms, vacuuming, carpet cleaning, dusting, removing trash, litter pickup, window washing, and pressure washing.

The Services are solicited and awarded based on geographic regions as follows:

- Region 1 – Various Portland Area Sites
- Region 2 – West Portland Area Sites
- Region 3 – East Portland Area Sites
- Region 4 – Central Portland Area Sites
- Region 5 – Center Street Operations Building

TriMet’s current contracts for these Services expired on December 12, 2023.

7. Description of Procurement Process

In soliciting for new contracts for these Services, TriMet considered ways to increase opportunities for small businesses and Disadvantaged Business Enterprises. Strategies included:

- Grouping the work across all TriMet facilities into five Regions of similar size and by geographic areas to facilitate efficiencies; and
- Including guidelines in the solicitation for firms to affirmatively identify, solicit and partner with small business custodial services providers, as subcontractors.

Prior to issuance of the solicitation, Procurement staff contacted 23 businesses certified by the Oregon Certification Office for Business Inclusion and Diversity (COBID) as Disadvantaged Business Enterprise (DBE), Minority owned Business Enterprise (MBE), Woman owned Business Enterprises (WBE), Emerging Small Business (ESB) and Service Disabled Veteran Business Enterprise (SDVBE) firms, informing them of this business opportunity and encouraging them to participate in the procurement.

On September 29, 2023, TriMet issued an Invitation To Bid (ITB) to procure the Services in each region. On October 25, 2023, TriMet received 11 bids. Three of the bids were deemed non-responsive for various reasons and were rejected.

The eight remaining bids made for each region are shown below:

Bid Results					
Districtwide Custodial Goods and Services (5 Regions)					
Contractor	Region 1	Region 2	Regions 3	Region 4	Region 5
CBM Systems	\$768,771	\$885,598	\$2,084,571	\$2,351,465	\$1,315,080
Columbia Pressure Washing	No Bid	No Bid	\$2,250,512	\$2,147,535	No Bid
CV Cleaning Services	\$1,134,410	\$956,480	\$2,744,954	\$2,717,854	\$1,435,533
DAMAC & Associates Cleaning	\$846,497	\$862,808	\$2,113,052	No Bid	\$1,455,314
House of Lopez Campa	\$1,150,732	\$1,345,385	No Bid	No Bid	No Bid
KBS Integrity Maintenance	No Bid	No Bid	\$2,322,696	\$2,179,331	No Bid
MSNW Group	\$1,319,701	\$1,484,905	\$3,207,538	\$3,429,946	\$2,268,724
Relay Resources	No Bid	\$1,710,460	No Bid	No Bid	No Bid
Contract Award for Each Region	\$768,771	\$862,808	\$2,084,571	\$2,147,535	\$1,315,080

Total Contracts per Bidder			
Location	CBM	CPW	DAMAC
Region 1	\$768,771		
Region 2		\$2,147,535	\$862,808
Region 3	\$2,084,571		
Region 4			
Region 5	\$1,315,080		
Value of Each Contract	\$4,168,422	\$2,147,535	\$862,808
Value of all Contracts			\$7,178,765

The proposed contracts with each of the vendors will be for a five-year term, with TriMet’s unilateral option to terminate for convenience, for any reason, during the five-year term. Contract pricing is based on hourly rates for each location within each Region. No rate increases are allowed during the initial year of the contract. Any rate increases during years two through five will be subject to TriMet’s approval, and will be capped at the yearly percentage change in the Consumer Price Index – All Urban Wage Earners and Clerical Workers (CPI-W), for the Portland-Salem area Western Region, Pacific Division – Class A.

The final total contract amounts will be based on the Agency’s actual usage, which will vary annually according to the frequency of the need for custodial goods and services delivered at each of the locations within each of the regions.

The total price for all five contracts of \$7,178,775 compares favorably to TriMet’s independent cost estimate (ICE) for this procurement of \$9,698,800 for the five-year contract term. The ICE was based on the pricing for TriMet’s current contracts for the same services, plus expected escalation.

As is typical for custodial type work, unforeseen circumstances may occur that require changes to the scope of work (i.e., additional facilities, additional services, etc.). Therefore, the attached Resolution includes authority for potential future modifications to each contract of up to \$625,263 for CBM, up to \$322,132 for CPW, and up to \$129,421 for DAMAC. The potential modifications amount to fifteen percent (15%) of the total value of the three Contracts.

8. Diversity

- CBM’s total workforce is 192, 70.3% of whom are minority and 68.8% are female. The firm is not COBID-certified and will not be using subcontractors to do any of the work.
- CPW’s workforce is 19, of whom 100% are minority and 42% are female. Although minority-owned, CPW is not COBID-certified and will not be using subcontractors to do any of the work.
- DAMAC’s Portland area workforce is 30, of whom 83.3% are minority and 50% are female. DAMAC is a COBID-certified minority-owned business (MBE) and will not be using subcontractors to do any of the work.

9. Financial/Budget Impact

Custodial goods and services costs are elements of Facilities Management's operating budget for FY2024 and beyond.

10. Impact if Not Approved

TriMet's current contracts for custodial services expired on December 12, 2023, and TriMet is not staffed or equipped to perform these services with TriMet personnel. If this Resolution is not approved, TriMet will not have any custodial services at numerous administrative, operator, and customer facilities unless and until it re-solicits for the work. A re-solicitation of the services is not likely to obtain better results in quality of proposals, small business participation, or price. Because CBM, CPW, and DAMAC are highly qualified and their prices are fair and reasonable, contract award to these three vendors is highly recommended.

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WHEREAS, TriMet has authority under ORS 267.200 to enter into contracts with CBM Systems, LLC (CBM), Columbia Pressure Washing, LLC (CPW), and DAMAC and Associates Clean, LLC (DAMAC), for custodial goods and services for five Regions (Contracts); and

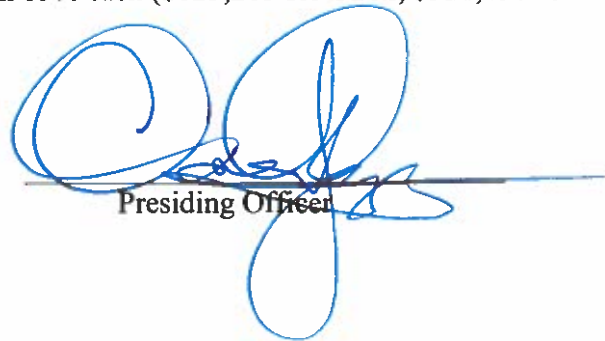
WHEREAS, by Resolution dated May 25, 2022, the TriMet Board of Directors (Board) adopted a Statement of Policies requiring the Board to authorize contracts obligating TriMet to pay in excess of \$1,000,000;

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Contracts shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute the Contracts in the amounts of:
 \$4,168,422 – CBM
 \$2,147,535 – CPW
 \$ 862,898 – DAMAC
for a combined total amount of \$7,178,765, through each Contract's December 2028 expiration date.
3. That the General Manager or his designee also is authorized to execute modifications to the Contracts in the amount of no more than 15% each (\$625,263 for CBM, \$322,130 for CPW, and \$129,435 for DAMAC).

Dated: December 13, 2023



Presiding Officer

Attest:



Recording Secretary

Approved as to Legal Sufficiency:



Legal Department