

**Date:** January 28, 2015

**To:** Board of Directors

**From:** Neil McFarlane *Neil McFarlane*

**Subject:** RESOLUTION 15-01-02 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH CBM SYSTEMS LLC FOR CUSTODIAL SERVICES AT CENTER OPERATIONS HEADQUARTERS

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**1. Purpose of Item**

The purpose of this item is to request that the TriMet Board of Directors (“Board”) authorize the General Manager to execute a contract with CBM Systems LLC (“CBM”) for custodial services at Center Operations Headquarters.

**2. Type of Agenda Item**

- Initial Contract
- Contract Modification
- Other \_\_\_\_\_

**3. Reason for Board Action**

Board approval is required for goods and services contracts obligating TriMet to pay in excess of \$500,000.

**4. Type of Action:**

- Resolution
- Ordinance 1<sup>st</sup> Reading
- Ordinance 2<sup>nd</sup> Reading
- Other \_\_\_\_\_

**5. Background**

The proposed contract provides for all personnel, supervision, equipment, and cleaning supplies needed to perform custodial services at TriMet’s Center Street Operations Headquarters building at 4012 SE 17th Avenue in Portland. The building has 56,000 square feet on 4 floors. The building was completely refurbished and remodeled in 2013-2014, and houses the headquarters staff and Operations Command Center for TriMet operations, the Center garage Transportation operating base, Transportation training facilities, and TriMet's IT division staff and equipment systems. The building is occupied by approximately 500 employees and is operational 24-hours a day, every day.

## 6. Procurement Process

TriMet issued a Request for Proposals (“RFP”) for these services on November 3, 2014. A pre-proposal meeting and on-site facility tour was conducted on November 12, 2014. TriMet received proposals from nine firms by the proposal due date of November 26, 2014. A staff Source Evaluation Committee (“SEC”) evaluated proposals and advanced three proposals to the Best and Final Offer (“BAFO”) round. Upon evaluation of BAFOs, the SEC determined CBM to be most responsive to the evaluation criteria set forth in the RFP, as follows:

Criteria	Possible Points	CBM Systems	ServiceMaster Clackamas	ServiceMaster SW Portland
Qualifications of Firm and Staff (including workforce diversity)	30	28	26	22
Work Plan (including start-up plan, training plan, available equipment, proposed supplies/suppliers)	30	24	23	23
Proposed Price (one-year base, with four possible option years)		\$898,160	\$895,505	\$844,580
Price Points	40	37.6	37.7	40
Total Points	100	89.6	86.7	85

## 7. Diversity

CBM’s proposal demonstrated good workforce diversity. Over 90% of CBM’s workforce is minority. This includes employees at managerial levels. CBM has consistently demonstrated that they value the practice of subcontracting and mentoring disadvantaged businesses. They have worked consistently (10+ years) in partnership with Pro Clean (window washers) who has grown from a one-man shop to employing over 15. CBM has also seen and supported those formerly employed by them go on to create their own competing businesses.

## 8. Financial/Budget Impact

The contract is structured with a one-year base term, with TriMet’s option for up to four additional one-year extensions. It is a requirements contract, so actual payment will be based on the amount of work authorized by TriMet and actually performed by CBM. The base term contract amount is \$179,632, consistent with staff’s estimate for these services and budget provision in the Facilities Management department operating budget. The projected five-year contract amount based on current quantity estimates is \$898,160.

By this Resolution, staff requests that the Board authorize the General Manager to execute the year-one base contract, and at his discretion, exercise future option years two through five.

## 9. Impact if Not Approved

The Board could opt not to approve the contract, or direct staff to conduct a new solicitation. This is not recommended action due to the competitiveness of the procurement process just conducted; re-solicitation would be unlikely to obtain improved offerings over the proposed contract. Therefore, contract award is the recommended option.

**RESOLUTION 15-01-02**

**RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH CBM SYSTEMS LLC FOR CUSTODIAL SERVICES AT CENTER OPERATIONS HEADQUARTERS**

**WHEREAS**, TriMet has authority under ORS 267.200 to enter into a one-year contract with four additional one-year options with CBM Systems LLC for custodial services for TriMet's Center Operations Headquarters ("Contract"); and

**WHEREAS**, the total amount of the Contract shall exceed \$500,000; and

**WHEREAS**, the TriMet Board of Directors (Board), by Resolution dated November 25, 2009, adopted a Statement of Policies requiring the Board to approve goods and services contracts obligating TriMet to pay in excess of \$500,000;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Contract shall be in conformance with applicable laws.
2. That the General Manager is authorized to execute the Contract.

Dated: January 28, 2015

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Presiding Officer

Attest:

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Recording Secretary

Approved as to Legal Sufficiency:

  
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Legal Department