


Date: January 24, 2018
To: Board of Directors
From: Neil McFarlane 
Subject: **RESOLUTION 18-01-07 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A MODIFICATION TO CONTRACTS WITH COLUMBIA PRESSURE WASHING, LLC AND CBM SYSTEMS, LLC FOR CUSTODIAL SERVICES FOR TRIMET FACILITIES**

1. Purpose of Item

The purpose of this item is to request that the TriMet Board of Directors (Board) authorize a contract modification for additional funding for the contracts with Columbia Pressure Washing, LLC (Columbia) and CBM Systems, LLC (CBM) for custodial services for TriMet facilities (Services).

2. Type of Agenda Item

- Initial Contract
 Contract Modification
 Other _____

3. Reason for Board Action

Board authorization is required to add additional funds beyond the amount previously authorized by the Board.

4. Type of Action

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

5. Background

TriMet contracts for the Services at its facilities, including cleaning restrooms, vacuuming, carpet cleaning, dusting, removing trash, litter pickup, and pressure washing. On October 23, 2013 the Board authorized four contracts for the Services with Columbia, CBM, Green Team Cleaning Services, LLC (Green Team), and ServiceMaster SW Portland (ServiceMaster) for a total amount of \$2,309,724. The contracts were awarded geographically based on TriMet facility locations and were for a base term of one year with TriMet's option to extend for four additional one year periods.

The contract with ServiceMaster was terminated on May 31, 2016, when the contractor ceased operations. ServiceMaster's locations were reassigned to Columbia through a modification. Similarly, Green Team's contract was terminated on November 30, 2016, and their locations were reassigned to Columbia through a modification.

Both CBM and Columbia have performed satisfactorily under their respective contracts. There have been no safety incidents nor any disputes from either contractor. Additional locations have been added to the contracts over time and have resulted in the funds being depleted prior to the expiration date of the contracts, which is November 30, 2018. The attached Resolution requests that the Board authorize additional funds in the amount of \$450,000 total for both contracts for the remainder of their terms. Staff believe that the pricing for both contracts is fair and reasonable and better than what TriMet would obtain if it had to re-procure earlier than anticipated.

Staff will need to re-procure for the Services to replace the existing contracts before expiration and will present the results of the solicitation to the Board at a future date if the contracts exceed the Board approval threshold for goods and services contracts.

6. Procurement Process

The contracts were procured through a competitive Request for Proposals (RFP) process.

7. Diversity

Neither CBM nor Columbia are certified firms and both self-perform the Services. Columbia, however, is a local, small business. The two firms' workforce diversity statistics are as follows:

Contractor	Total No. of Employees	% Minorities	% Women
CBM	224	91%	55%
Columbia	5	100%	60%

8. Financial/Budget Impact

The additional funds being requested in the attached Resolution are accounted for in Facilities Management's FY18-19 budget.

9. Impact if Not Approved

Custodial services would cease at TriMet facilities until such time as the services could be re-procured or additional staff hired to provide the Services.

RESOLUTION 18-01-07

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A MODIFICATION TO CONTRACTS WITH COLUMBIA PRESSURE WASHING, LLC AND CBM SYSTEMS, LLC FOR CUSTODIAL SERVICES FOR TRIMET FACILITIES

WHEREAS, TriMet has authority under ORS 267.200 to enter into contract modifications with Columbia Pressure Washing, LLC and CBM Systems, LLC (Modifications); and

WHEREAS, the total amount of the additional funds being requested in the Modifications shall exceed the contract amount previously authorized by the TriMet Board of Directors (Board); and

WHEREAS, the Board, by Resolution dated October 25, 2017, adopted a Statement of Policies requiring the Board to approve modifications to contracts that exceed the contract amount previously authorized by the Board;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Modifications shall be in conformance with applicable laws.
2. That the General Manager or the General Manager's designee is authorized to execute modifications to the contracts for a total amount not-to-exceed \$450,000.

Dated: January 24, 2018

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department