

Date: September 16, 2015

To: Board of Directors

From: Neil McFarlane

Subject: **RESOLUTIONS 15-09-59 AND 15-09-60 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING CONTRACTS WITH TRAFFIC SAFETY SUPPLY COMPANY AND INTERNATIONAL GRAPHICS & NAMEPLATE, INC. FOR TRANSIT SIGNAGE AND VEHICLE DECALS**

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 contracts with Traffic Safety Supply Company and International Graphics & Nameplate, Inc. for transit signage and vehicle decals.

These contracts allow TriMet to purchase a variety of custom printed decals and transit signs for use on vehicles and at stops and stations throughout the service district. The signs and decals inform riders of TriMet rules and service information, and are used to safely guide customers and employees through service disruptions and construction. The signs and decals also provide new information or replacement/refurbishment of old signs and decals that are damaged or outdated.

2. Type of Agenda Items

- Initial Contracts
- 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. If TriMet exercises the contract renewal options, the total contract amounts will exceed the \$500,000 Board approval threshold.

4. Type of Action:

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

5. Background

System-wide bus and rail service changes are made on a quarterly basis. In addition to those regular signage changes, there is a need for changes to signage due to system maintenance, construction and special events that occur on a frequent basis. In addition, there is ongoing replacement of signs and decals due to damage caused by theft, weathering and intentional/unintentional destruction. Multiple departments within the agency also utilize transit signage on an as-needed basis to inform customers of changed circumstances. In the past year, TriMet spent \$1.3 million among six (6) vendors on various transit signs and decals used throughout the system.

All of these factors require an ongoing, flexible and responsive supply of signs and related materials. To respond to these needs, TriMet Public Affairs uses multiple contracts for transit signage and decals to ensure its ability to access a range of products, assure timely delivery and to maintain the best pricing for the agency. Often the volume and short timeframes for TriMet work causes significant challenges for the manufacturers. Securing multiple contract awards for signs and decals provides TriMet staff the flexibility to successfully meet signage demands needed for the safe movement of riders and employees.

While the two contracts identified in these Resolutions may not ultimately exceed the \$500,000 threshold for Board approval, they are being presented for Board approval at this time in the event that TriMet exercises contract renewal options and the threshold amount is reached (or exceeded). Adoption of these Resolutions will allow critical agency work to expeditiously proceed over the course of the contract terms .

6. Procurement Process

The contracts for signage and decals have been procured through a competitive Request for Proposal (RFP) process as an estimate for future products based on anticipated projects and recurring requirements, all of which are subject to change. This will be an Indefinite Delivery and Indefinite Quantity (IDIQ) contract (more commonly known as a requirements-task order contract).

TriMet staff made the RFP open and flexible by breaking up the work needed into contract sizes that would allow more firms to bid on one or any combination of products that best fit their firm's capabilities and capacities. The RFP evaluation was based on technical qualifications and pricing. Eight (8) firms responded to the RFP; only International Graphics & Nameplate, Inc. bid on all groups of work within the RFP. Three firms were deemed non-responsive to the RFP; the other five (5) will be awarded contracts for various parts of the signs and decals work proposed, however, only two (2) contracts, Traffic Safety Supply Company and International Graphics & Nameplate, Inc., may potentially exceed \$500,000 if all option years are exercised and are therefore being submitted to the Board for approval.

During the term of the contracts, orders will be placed at the pricing submitted in the firms' RFP price proposals. All of the pricing of the firms being awarded contracts has been determined to be fair and reasonable, and the firms meet responsibility standards for contract award. Contract terms will be for one year, renewable on an annual basis not to exceed a total of 5 years.

Contracts to be awarded upon approval are:

Traffic Safety**\$116,812.41 (one year base term)****\$584,062.03 (with all options exercised -- Board approval requested)**International Graphics**\$236,825.27 (one year base term)****\$1,184,126.35 (with all options exercised - Board approval requested)**

ProAdCo	\$201,023.55	} (For information only – no Board approval requested)
Gillespie Graphics	\$361,341.55	
Advanced Signs	\$472,455.00	

More detailed make-up of the five contracts is shown below:

Criteria	Traffic Safety Supply Co	International Graphics & Nameplate, Inc.	ProAd Co	Gillespie Graphics	Advanced Signs
Category 1: Decals	\$33,895.63	\$35,718.00	\$40,364.71	\$45,213.96	\$63,002.25
Price Score <small>(total 50)</small>	50	47.4	42	37.5	26.9
Award	Yes	Yes	Yes	No	No
Category 2: Interior Signage	NA	\$1,690.25	NA	NA	\$5,282.00
Price Score <small>(total 50)</small>	NA	50	NA	NA	16
Award	NA	Yes	NA	NA	No
Category 3: On-Street Signage	\$82,916.77	\$120,070.00	NA	\$155,537.02	\$94,491.00
Price Score <small>(total 50)</small>	50	34.5	NA	26.7	43.9
Award	Yes	Yes	NA	No	Yes
Category 4 Vehicle Signage	NA	\$79,347.02	\$122,050.7	\$72,268.31	NA
Price Score <small>(total 50)</small>	NA	45.5	29.6	50	NA
Award	NA	Yes	No	Yes	NA
Total Base Award Price	\$116,812.41	\$236,825.27	\$40,364.71	\$72,268.31	\$94,491.00
Total 5-Year Contract Award w/options	\$584,062.03	\$1,184,126.35	\$201,023.55	\$361,341.55	\$472,455.00

7. Diversity

No Disadvantaged Business Enterprise (DBE) firms responded to the RFP even after direct outreach from TriMet Diversity and Transit Equity staff. Neither Traffic Safety Supply Company nor International Graphics & Nameplate, Inc. is a registered DBE firm.

In an effort to provide open and fair opportunities and maximize OMWESB participation the solicitation requirements were subdivided into categories. Offerors were able to submit proposals for any combination of categories. For example, a small firm would still be competitive even if they only were able to fulfill one portion of the contract and would not be penalized if they weren't able to fulfill others.

Using categories 01 - Advertising, 05 – Busses; Parts, Sales, Service and 19 – Printing, Printing Services, Printing, and Supplies the solicitation was issued to over 700 firms listed within the eBid system.

A review of the OMWESB database/registry identified 38 registered OMWESB vendors that provided work similar to or the same as that required in the solicitation.

- 1- Print advertising – 1 vendor
- 2- Decals – 3 vendors
- 3- Print advertising – 1 vendor
- 4- Sign Manufacturing – 6 vendors
- 5- Lithography – 1 vendor
- 6- Print supplies – 0 registered
- 7- Print Services – 1 vendor
- 8- Reprographic – 0 registered
- 9- Signage – 25 vendors

Only six of the vendors downloaded the solicitation and none of the vendors submitted a proposal.

The Project Manager, Contract Administrator and a TriMet Diversity and Transit Equity representative conducted a review of the lack of submissions. Staff found a variety of reasons for vendors not submitting proposals; lack of appropriate equipment, cost prohibitive materials, inability to guarantee timeliness of delivery, current work schedules and availability. However, the overriding concern was capacity and most of the vendors expressed that they were unable or unwilling to produce the quantities required within the scope of work.

However, upon execution of the contracts with Traffic Safety Supply Company and International Graphics & Nameplate, Inc., TriMet's program management team will work with Diversity and Equity staff to initiate talks with the contractors regarding TriMet's desire to create opportunities for DBE participation. TriMet will work with the firms to identify materials or service inputs that may be appropriate candidates for Minority Business Enterprise/Women Business Enterprise (MBE/WBE) or DBE certified suppliers and to look for way to increase capacity among DBE firms. It is TriMet's hope that a much larger pool of DBE companies can be developed for this type of contract work in the future.

8. Financial/Budget Impact

These contracts serve multiple departments within the agency subject to available department funds.

9. Impact if Not Approved

If these Resolutions are not approved, staff would need to solicit quotes for approximately 165 unique sign and decal orders per year. This is an estimated cost of approximately \$12,375 in staff time, and likely a delay in the delivery of products. Approval of these Resolutions will allow TriMet staff to effectively execute orders in a timely fashion.

RESOLUTION 15-09-59

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH TRAFFIC SAFETY SUPPLY COMPANY FOR TRANSIT SIGNAGE AND VEHICLE DECALS

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with Traffic Safety Supply Company for transit signage and vehicle decals (“Contract”); and

WHEREAS, the total amount of the Contract will 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: September 16, 2015

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department

RESOLUTION 15-09-60

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH INTERNATIONAL GRAPHICS & NAMEPLATE, INC. FOR TRANSIT SIGNAGE AND VEHICLE DECALS

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with International Graphics & Nameplate, Inc. for transit signage and vehicle decals ("Contract"); and

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