




January 11, 2021

To: Members of the Board of Directors

From: Darrell E. Johnson, Chief Executive Officer 

Subject: Approval to Release Request for Proposals for Detail Bus Cleaning and Pesticide Application Services

Overview

The Orange County Transportation Authority utilizes a fleet of 778 buses to provide both directly operated and contract operated fixed route OC Bus service and OC ACCESS services throughout Orange County. These buses routinely require pesticide application and detail cleaning after the application of the pesticides. Staff is requesting the Board of Directors' approval to release a request for proposals for detail bus cleaning and pesticide application services.

Recommendations

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 0-2702 to provide detail bus cleaning and pesticide application services.
- B. Approve the release of Request for Proposals 0-2702 for detail bus cleaning and pesticide application services.

Discussion

Transit buses routinely require detail cleaning and pesticide application services to effectively control pests. The Orange County Transportation Authority (OCTA) pest management program consists of contracted services for licensed application of pesticides, placement of bait, and detail cleaning after baiting. Detail cleaning is an important element of the program, providing for pest prevention as well as removal of chemical residue that follows pesticide applications. OCTA has historically used a contractor experienced in this type of work, and appropriately certified to handle the chemicals used for this service. The contractor will provide required scheduled pesticide and bait application up to four times per year on buses and a complete interior detail

cleaning after pesticide application on these buses. The current agreement for these services will expire on April 30, 2021, and a new agreement is necessary to ensure continuity of these services.

Procurement Approach

OCTA procurement policies and procedures require that the Board of Directors (Board) approve all requests for proposals (RFP) over \$1,000,000, as well as approve the evaluation criteria and weightings. Staff is submitting for Board approval the draft RFP and evaluation criteria and weightings, which will be used to evaluate proposals received in response to the RFP. The proposed evaluation criteria and weightings are as follows:

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|-------------------------------------|------------|
| • Qualifications of the Firm | 30 percent |
| • Staffing and Project Organization | 20 percent |
| • Work Plan | 25 percent |
| • Cost and Price | 25 percent |

Qualifications of the firm was assigned a 30 percent weighting to include a proven history of the firm in successfully completing similar projects. In addition, it is important to consider information regarding requirements to have the resources and related licensing and experience in the application of pesticides, as well as detail bus cleaning capabilities. Work plan was weighted at 25 percent because proposals should address each section of the work plan in sufficient detail to demonstrate a clear understanding of the scope of work, and the firm's ability to provide extensive cleaning and pesticide bait application. Staffing and project organization has the rating of 20 percent because the objectives of the scope of work require specific skillsets and backgrounds for key personnel. Cost and price is also a critical element to ensure services are received at a fair cost and was weighted at 25 percent.

The contract for this procurement will be for an initial term of three years with one, two-year option term. The total budget for the initial term of this project is anticipated to be approximately \$1,076,727.

This RFP will be released upon Board approval of these recommendations.

Fiscal Impact

The project is included in the OCTA Fiscal Year 2020-21 Budget, Transit Division, Maintenance Department, Accounts 2162-7613-D3107-2WP, 2168-7613-D3107-2WP and 2194-7613-D3107-2WP, and Transit

Division, Contracted Services, Accounts 2136-7613-D1208-0B2, 2137-7613-D2114-0B1, 2138-7613-D2108-0GH and 2148-7613-D2140-0JT, and is funded through the Local Transportation Fund.

Summary

Board approval is requested to release RFP 0-2702 for pesticide application services and detail bus cleaning, as well as approval of the proposed evaluation criteria and weightings.

Attachment

- A. Draft Request for Proposals (RFP) 0-2702, Detail Bus Cleaning and Pesticide Application Services

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