



September 12, 2019

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Amendment to Agreement for Bus Stop Maintenance Services

Overview

On October 27, 2014, the Board of Directors approved an agreement with ShelterClean Services, Inc., for ongoing preventive and corrective maintenance at each of the Orange County Transportation Authority's bus stop locations. The current agreement for these services will expire on November 30, 2019. Staff is requesting Board of Directors' approval to exercise the second and final two-year option term.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 6 to Agreement No. C-4-1620 between the Orange County Transportation Authority and ShelterClean Services Inc., in the amount of \$977,976, to exercise the second two-year option term of the agreement through November 30, 2021, for bus stop maintenance services. This will increase the maximum obligation of the agreement to a total contract value of \$3,595,629.

Discussion

The Orange County Transportation Authority (OCTA) is responsible for maintaining approximately 5,440 bus stops located in 42 individual jurisdictions within Orange, Los Angeles, and Riverside counties. The bus stop maintenance program has been outsourced providing a cost effective and efficient method of maintaining OCTA's 5440 bus stops since September 1, 1994.

Through this contract, the maintenance contractor performs routine and preventive maintenance services. This includes inspection of each bus stop location along an assigned route to ensure that the stop is safe, graffiti free, and in good order. Typical activities performed during these inspections include repairing or replacing missing bus stop signs and posts, repairing solar lights, removing graffiti, and reporting any safety-related issues to the proper agency or jurisdiction.

Under separate agreements, local agencies may contract with OCTA to clean individual bus stops; otherwise regular cleaning and trash removal is the responsibility of the local jurisdiction.

In addition to the preventive maintenance cycles, the contractor handles miscellaneous work orders to install, relocate, and remove bus stop equipment and place route information at selected stop locations during each of OCTA's service changes.

Procurement Approach

On October 27, 2014, the Board of Directors (Board) approved a contract with ShelterClean Services, Inc. (ShelterClean), for a three-year initial term with two, two-year option terms to provide bus stop maintenance from December 1, 2014 through November 30, 2017. On October 23, 2017, the Board approved the first two-year option term, extending the agreement through November 30, 2019. The procurement was handled in accordance with OCTA Board-approved policies and procedures for professional and technical services. The agreement was awarded on a competitive basis and has since been amended as described in Attachment A.

The proposed Amendment No. 6 exercises the second two-year option term of the agreement through November 30, 2021. The rates remained constant throughout the initial three-year term, increased by approximately three percent for the first option term, and will increase three percent for the second option term.

Amending this agreement will increase the maximum cumulative payment obligation by \$977,976, bringing the total contract value to \$3,595,629. This will allow continued preventive and corrective maintenance services for bus stop locations, as well as services for other miscellaneous work orders.

Fiscal Impact

The project was approved in the OCTA Fiscal Year 2019-20 Budget, Operations Division, Scheduling and Bus Operations Support, Account 2128-7612-D3107-2WM, and is funded through Local Transportation Funds.

Summary

OCTA contracts for the provision of ongoing routine and preventive maintenance for all OCTA bus stop locations. The current contract expires on November 30, 2019. To ensure continued service, based on the information provided, staff recommends the Board authorize the Chief Executive Officer to negotiate and execute Amendment No. 6 to Agreement No. C-4-1620 with ShelterClean, in the amount of \$977,976, to exercise the second and final two-year option term for bus stop maintenance, bringing the total contract value to \$3,595,629.

Attachment

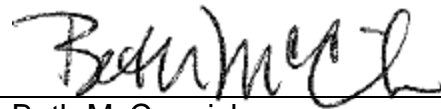
- A. ShelterClean Services, Inc., Agreement No. C-4-1620 Fact Sheet

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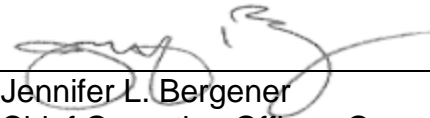
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