



October 10, 2024

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Amendment to Agreement for Bus Stop Maintenance

A handwritten signature in blue ink, appearing to read "Darrell Johnson", is written over the "From:" line of the memo.

Overview

On October 25, 2021, the Orange County Transportation Authority Board of Directors approved an agreement with ShelterClean Services, Inc., for a three-year initial term with two, two-year option terms, to provide ongoing preventive and corrective maintenance at each of the Orange County Transportation Authority's bus stop locations. The initial term expires on November 30, 2024. An amendment is required to exercise the first two-year option term for continued preventive and corrective bus stop maintenance.

Recommendation

Authorize the Chief Executive Officer to execute Amendment No. 2 to Agreement No. C-1-3408 between the Orange County Transportation Authority and ShelterClean Services, Inc., in the amount of \$1,306,231, to exercise the first two-year option term of the agreement effective December 1, 2024 through November 30, 2026 for continued bus stop maintenance. This will increase the maximum obligation of the agreement to a total contract value of \$3,200,331.

Discussion

The Orange County Transportation Authority (OCTA) is responsible for maintaining approximately 5,240 bus stops located in 40 individual jurisdictions within Orange and Los Angeles counties. Since September 1, 1994, the bus stop maintenance program has been outsourced to the private sector. The Stops and Zones section in the Operations Division manages this program.

When performing preventive maintenance, the contractor inspects each bus stop location along an assigned route and takes any and all steps required to ensure that the stop is safe, graffiti free, and in good order. Typical activities could 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, cleaning 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 bus stop locations during each of OCTA's service changes. This amendment is required to allow ShelterClean Services, Inc. (ShelterClean) to continue providing preventive and corrective bus stop maintenance.

Procurement Approach

The procurement was handled in accordance with OCTA's Board of Directors (Board)-approved policies and procedures for professional and technical services. On October 25, 2021, the Board approved the award of the agreement with ShelterClean for a three-year initial term with two, two-year option terms, in the amount of \$1,647,044. The original agreement was awarded on a competitive basis and has been previously amended as described in Attachment A.

The initial term of the agreement expires November 30, 2024. The proposed Amendment No. 2 is to exercise the first option term of the agreement through November 30, 2026. Amending this agreement will increase the maximum cumulative payment obligation by \$1,306,231, bringing the total contract value to \$3,200,331 to continue services. In accordance with the current agreement, the option term rates will remain as originally negotiated.

Fiscal Impact

Funds are included in OCTA's Fiscal Year 2024-25 Budget, Transit Division, Scheduling and Bus Operations Support, Account No. 2128-7612-D3107-2WM, which is funded by the Local Transportation Fund.

Summary

Based on the information provided, staff recommends the Board of Directors authorize the Chief Executive Officer to negotiate and execute Amendment No. 2 to Agreement No. C-1-3408 with ShelterClean Services, Inc., in the amount of \$1,306,231, to exercise the first two-year option term of the agreement, effective December 1, 2024 through November 30, 2026 for continued bus stop maintenance, bringing the total contract value of \$3,200,331.

Attachment

- A. ShelterClean Services, Inc., Agreement No. C-1-3408 Fact Sheet

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