

**SUBJECT**

***Post-Delivery Inspection Services for 39, 40-foot, New Flyer of America, Inc., Compressed Natural Gas Buses***

**RECOMMENDED ACTION**

***To authorize the President and CEO to enter into contract with Complete Coach Works to perform post-delivery inspection services for 39, 40-foot, New Flyer of America, Inc., Compressed Natural Gas buses, for a total authorization amount not to exceed \$147,664.***

**BACKGROUND**

On January 25, 2016, Long Beach Transit's (LBT) Board of Directors authorized the President and CEO to enter into a contract with New Flyer of America, Inc., (New Flyer) for a total of 129 buses, which includes the base-year purchase of 40 Compressed Natural Gas (CNG) buses, and to preserve options for an additional quantity of up to 89 replacement buses over the four option years ending in 2021.

LBT is scheduled to receive 39, 40-foot, New Flyer CNG buses in January 2018. As part of standard practice, LBT contracts a qualified third-party to perform post-delivery inspection services of new buses. The services include: bus delivery and DMV registration; bumper-to-bumper bus inspection and customer and Operator amenities installation.

**PROCUREMENT**

LBT issued a Request for Proposal (RFP) to several qualified firms and received one proposal from Complete Coach Works. The other firms solicited did not have the available local facilities or resources to perform the work and therefore declined to bid. The proposal was evaluated based on the following criteria: experience, qualifications, previous quality of work and price. A clarification round was released and LBT was successful in reducing the services rates. Complete Coach Works, located in Riverside, California, was found to be responsive and responsible by LBT's Purchasing department at a base contract price of \$104,519 with multiple service options at \$47,145, for a total authorization amount not to exceed \$147,634.

**DBE/SBE PARTICIPATION**

The Disadvantaged Business Enterprise (DBE) goal established for the solicitation was five percent. Complete Coach Works will be utilizing Greenway Transit Services, a DBE which provides DMV registration services. Complete Coach Works will exceed the DBE contract goal at 6.2 percent.



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**ALTERNATIVES CONSIDERED**

The Board may choose not to award the contract, using LBT maintenance staff to perform these services. However, staff does not recommend this option as these services are labor intensive and may impact staff's ability to adequately perform day-to-day functions, resulting in deferred fleet maintenance, increased labor expenditures and an adverse impact on service.

**BUDGETARY/FISCAL IMPACT**

Staff is requesting LBT's Board of Directors to authorize the President and CEO to enter into contract with Complete Coach Works to perform post-delivery inspection services for 39, 40-foot, New Flyer CNG buses, for a total authorization amount not to exceed \$147,664.

Funds for this contract were included in a previously approved Capital Budget.

A handwritten signature in purple ink, reading 'K. McDonald', written over a horizontal line.

Kenneth A. McDonald  
President and Chief Executive Officer