



RECOMMENDED ACTION

To authorize the President and CEO to enter into a contract with Smart Auto and Coach Detailing, Inc., to complete bus detailing and window treatment services for Long Beach Transit.

STAFF REPRESENTATIVE

James Scott, Executive Director/VP, Maintenance and Infrastructure

BACKGROUND

This contract is in support of Long Beach Transit's (LBT) strategic priorities of 'Enhance Customer Experience' and 'Improve Safety and Service Quality.'

LBT maintains its buses in a like-new condition and contracts with an outside service provider to have its fleet revenue vehicles receive the following bus detailing and window treatment services:

- Bus Interior: Operator area, passenger area, steam cleaning of upholstered seating, floor, interior glass and mirror, interior light fixtures and graffiti removal
- Bus Exterior: Wheels, head sign area, bike rack, panels, doors, mirrors and windows

The current contract is set to expire on April 30, 2021.

PROCUREMENT

LBT received two proposals from Sardo Bus and Coach Upholstery and Smart Auto and Coach Detailing, Inc. The proposals were evaluated based on the following criteria: qualifications, experience, work plan and price.

The total amount of possible points for technical evaluation (excluding price) was 75 points. The two proposals, based on the technical evaluation, had scores in the range of 60.249 to 60.253 points. The proposals were then scored based on the total price.

The combined technical score and overall cost rates resulted in the selection of Smart Auto and Coach Detailing, Inc., who received the highest number of points.

Smart Auto and Coach Detailing, Inc., located in Burbank, California, was found to be responsive and compliant by LBT's Purchasing Department at a cost of \$654,644 with two, one-year options at \$226,124 Option Year One and \$232,908 for Option Year Two, with a 10% contingency, for a total authorization amount not to exceed \$1,225,044.



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DBE/SBE PARTICIPATION

A Small Business Enterprise (SBE) goal of 15% was established for this contract. Smart Auto and Coach Detailing, Inc., a SBE-certified firm, met the SBE goal and will perform 100% of the contract.

ALTERNATIVES CONSIDERED

Staff considered the impact of not contracting the bus detailing and window treatment services. The overall bus fleet cleanliness would be affected without this semi-annual deep bus cleaning and window treatment services. Completing this service with present-day staffing would pull internal resources away from regular daily servicing and cleaning duties.

BUDGETARY/FISCAL IMPACT

Funds for this contract were included in the Fiscal Year 2021 Operating Budget.

STAFF RECOMMENDATION

Staff is requesting LBT's Board of Directors to authorize the President and CEO to enter into a three-year contract with Smart Auto and Coach Detailing, Inc., for bus detailing and window treatment services at a cost of \$654,644 with two, one-year options at \$226,124 for Option Year One and \$232,908 for Option Year Two, with a 10% contingency, for a total authorization amount not to exceed \$1,225,044.

A handwritten signature in blue ink, reading 'K. McDonald'.

Kenneth A. McDonald
President and Chief Executive Officer