

SUBJECT*Bus Detail Services***RECOMMENDED ACTION**

To authorize the President and CEO to enter into a contract with Sardo Bus & Coach Upholstery to complete semiannual bus detailing and window treatment services for the Long Beach Transit (LBT) fleet. This will include cleaning, detailing, and treating window glass on each bus in the fleet twice each year for a total not-to-exceed cost of \$1,252,986.

BACKGROUND

In keeping with LBT's policy of maintaining all buses in like-new condition, LBT contracts with an outside vendor to have all revenue vehicles within our fleet receive a full interior and window anti-streak treatment twice per year. This comprehensive program includes steam cleaning of upholstered seating, graffiti removal, cleaning and waxing of floors, cleaning of all lighting fixtures, cleaning windows and detailing exterior surfaces of the buses. The scope of work also includes the option to apply a protective coating on the exterior of our windows to protect the windows from graffiti and hard water spotting.

This detail service allows LBT employees to concentrate on daily servicing and cleaning of both the bus interiors and exteriors, keeping them in the best condition for LBT's customers. The current contract expires in December 2015.

PROCUREMENT

In anticipation of the expiration of LBT's current contract for bus detail cleaning services, LBT issued a Request for Proposal (RFP) from qualified firms. A single proposal was received from Sardo Bus & Coach Upholstery located in Gardena, California. The proposal was reviewed according to LBT's RFP evaluation criteria which included qualifications, experience, work plan, and price.

Sardo Bus & Coach Upholstery has been the contractor for these services for the last five years. Staff has found the overall quality of their work and customer service quality to be excellent.

The price offered is the same rate as the current rate fixed for each year over the five-year term at \$227,816 per year including labor, materials, and sales tax. The cost for the three-year base contract is \$683,447. The total not-to-exceed cost of the base contract plus two, one-year options is \$1,252,986, including a 10 percent contingency.

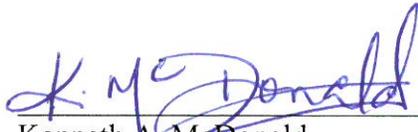
ALTERNATIVES CONSIDERED

Staff has considered the impact of not contracting the detailing and window treatment service. The overall bus fleet cleanliness would be affected without this semiannual deep cleaning service and window treating. Completing this service with present-day staffing would impact the overall appearance of LBT's fleet and budget.

BUDGETARY/FISCAL IMPACT

Staff is requesting authorization to enter into a contract with Sardo Bus & Coach Upholstery for a not-to-exceed cost of \$1,252,986, to complete semiannual bus detailing and window treatment services for the LBT fleet.

Funds for year one of this procurement were included in the fiscal year 2015 budget and 2016 capital budget previously approved by the Board.



Kenneth A. McDonald
President and Chief Executive Officer