
SUBJECT

Restroom Host Contract for Transit and Visitor Information Center

RECOMMENDED ACTION

To authorize the President and CEO to enter into a contract with the Downtown Long Beach Associates (DLBA) for the provision of restroom cleaning and monitoring services at the Transit and Visitor Information Center (TVIC), for a total not-to-exceed amount of \$817,664.

BACKGROUND

Long Beach Transit's (LBT) TVIC houses four walk-up windows where customers can obtain transit and visitor information and access public restroom facilities that are cleaned and monitored by dedicated restroom hosts. The host service is provided through a contract with the DLBA. The contract provisions include: restroom maintenance, security monitoring and public information services. Under the current contract, a host is on duty during the time in which restrooms are open for public use, from 5:00 a.m. to 1:30 a.m. The host continuously monitors and cleans the restroom throughout the day, and provides a complete and thorough cleaning from 1:30 a.m. to 2:30 a.m.

The current contract between LBT and the DLBA for this service will end on December 31, 2015. The proposed renewal contract would be for a five-year period, from January 1, 2016 through December 31, 2020.

PROCUREMENT

In anticipation of the December 2015 contract expiration on LBT's current contract for public restroom cleaning and monitoring services, LBT issued a Request for Proposal (RFP) from local qualified firms for a three-year base contract with two, one year options. A single proposal was received from DLBA from Long Beach, California. The proposal was reviewed according to LBT's RFP evaluation criteria which included company background, qualifications, experience in scope of services and price.

The proposed rate is a 10 percent increase from LBT's current rate, which adjusts for inflation annually at two percent. The annual cost for these services will be \$142,820 in year one then increase two percent per year to adjust for inflation. The five-year total amount for this contract will be \$743,331, plus a 10 percent contingency of \$74,333, for a total authorized not-to-exceed cost of \$817,664.

DLBA is the current contractor for these services. Staff is highly satisfied with the quality of the services they provide at the Transit and Visitor Information Center.

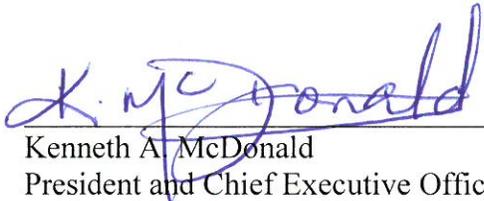
ALTERNATIVES CONSIDERED

LBT staff could choose to allow the current restroom host contract to expire and proceed without the service. Staff does not recommend this option as the service is a critical component in the success of the TVIC, providing safe, clean and secure, public restrooms for LBT customers, Long Beach residents and visitors to the city.

BUDGETARY/FISCAL IMPACT

Staff is requesting to enter into a contract with DLBA for a total authorized not-to-exceed cost of \$817,664, for the provision of restroom cleaning and monitoring services at the Transit and Visitor Information Center (TVIC).

Funds for this project are included in the fiscal year 2016 operating budget.



Kenneth A. McDonald
President and Chief Executive Officer