

**SYSTEM SAFETY AND OPERATIONS COMMITTEE
NOVEMBER 17, 2011**

SUBJECT: TRANSIT OPERATIONS SUPERVISORS UNIFORM

**ACTION: AWARD CONTRACT FOR TRANSIT OPERATIONS SUPERVISORS
(TOS) UNIFORM**

RECOMMENDATION

Authorize the Chief Executive Officer to award a five year firm-fixed unit rate contract, Contract No. OP30002745, to Becnel Uniforms to provide uniforms for Transit Operations Supervisors (TOS) in the amount not to exceed \$806,750, inclusive of sales taxes and two one-year options.

ISSUE

Article 34 (Uniform & Safety Shoe Allowance) of the collective bargaining agreement between Metro and AFSCME stipulates that Metro must provide a uniform stipend for its members as they are required to wear properly maintained uniforms while on duty.

DISCUSSION

This contract facilitates the standardization of TOS uniforms and enhances the appearance and visibility of the TOS. Metro customers and emergency first responders will more readily identify Metro Supervisors for assistance. Metro also seeks to promote professionalism in the work environment by providing quality garments that have been pre-selected with Metro's management approval. The approved garments are made to withstand prolonged wear and for ease of maintenance.

In August 2010, a committee from Bus and Rail operations was formed to review the TOS uniform. The following departments were represented on the committee: Operations Central Instruction (OCI), Vehicle Operations (VO), Bus Operations Control (BOC), Division (ADMIN), Rail Operations Control (ROC), and Rail Field Supervision. The purpose of the committee was to provide Metro management recommendations for selecting uniform garments that provide a professional appearance and are highly recognizable.

The contract will provide TOS personnel a source to purchase uniform items at pre determined prices through the use of a purchase card. Each TOS will receive a pre-loaded purchase card for use with the selected vendor. The pre-loaded amount will be in accordance with the union agreement which currently provides for an annual stipend of \$350 to purchase a uniform.

The new uniform will provide consistency in appearance for the TOS. The old uniform included white shirts that tended to become grayish with wear. The shirts were also purchased from unauthorized vendors resulting in a lack of uniformity. The new uniform will include a gray shirt that should keep the color with wear. Slacks and skirts were of various materials and shades of gray. The new uniform will include slacks in one material type and color, dark gray. The new shirts, sweaters and vests will be embroidered with the TOS's name, title and the Metro logo for ease of identification. The newly designed tie and scarf will be a multi-colored Metro logo item.

FINANCIAL IMPACT

The funding of \$172,400 for the first year of this procurement is included in the FY12 budget in multiple bus and rail cost centers under project number 306001, Operations Transportation. Since this is a multi-year contract, the cost center manager and the Chief Operations Officer will be responsible to budget the costs in future years including any option(s) exercised.

BUDGET IMPACT

The funding for the first year of the uniforms contract is included in the FY12 Budget under project 306001. The expense is funded with Enterprise funds. The remainder of the contract will be included in annual budgets also utilizing Enterprise funds. No other source of funds was considered for this expense because this is the appropriate funding source for costs that benefit bus and rail operations.

ALTERNATIVES CONSIDERED

The alternative is to allow the TOS to continue purchasing their uniforms through different vendors. This option is not recommended because it will not achieve the desired outcome of uniformity in appearance and the ability to identify the TOS.

NEXT STEP

Upon Board approval and contract execution, this contract will go into effect December 1, 2011. All TOS should be in the new uniform by March 1, 2012.

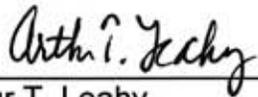
ATTACHMENTS

A. Procurement Summary

Prepared By: Yvonne Brewer-Smith, Project Manager



Lonnie Mitchell
Chief Operations Officer



Arthur T. Leahy
Chief Executive Officer

PROCUREMENT SUMMARY

TRANSIT OPERATIONS SUPERVISORS (TOS) UNIFORMS PROCUREMENT

1.	Contract Number: OP30002745	
2.	Recommended Vendor: Becnel Uniforms	
3.	Type of Procurement (check one) : <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP – A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: 06/30/2011	
	B. Advertised/Publicized: 06/23/2011	
	C. Pre-proposal Conference: 07/13/2011	
	D. Proposals Due: 09/19/2011	
	E. Pre-Qualification Completed: 10/13/2011	
	F. Conflict of Interest Form Submitted to Ethics: 10/6/2011	
	G. Protest Period End Date: 10/21/2011	
5.	Solicitations Picked up/Downloaded: 22	Proposals Received: 2
6.	Contract Administrator: Ruth DeWitt	Telephone Number: (213) 922-1076
7.	Project Manager: Yvonne Brewer-Smith	Telephone Number: (213) 922-6563

A. Procurement Background

This Request for Proposal (RFP) is a standard qualifications-based competitive procurement issued in support of providing the TOS with standard uniforms.

The RFP was issued in accordance with Metro's Acquisition Policy and the contract type is a Firm-Fixed Unit Price (FFP).

Five amendments were issued during the solicitation phase of this RFP:

1. Amendment No. 01 was issued to replace Attachment No. 01: Schedule of Quantities and Prices Form
2. Amendment No. 02 was issued to extend the approved equal request to Monday, August 21, 2011
3. Amendment No. 03 was issued to extend the proposal due date to Monday, August 29, 2011
4. Amendment No. 04 was issued to replace Appendix A – Milestone Completion Schedule
5. Amendment No. 05 was issued to extend the proposal due date to Monday, September 19, 2011

A total of two proposals were received on Monday, September 19, 2011.

B. Background on Recommended Contractor

The recommended firm Becnel Uniforms is located at 758 S. San Pedro Street, Los Angeles, CA 90014. Becnel Uniforms has been in business for over fifty nine (59) years and is a certified DBE, WBE, and SBE company. Becnel Uniforms specializes in uniforms and has been supplying Metro Bus Operators with uniforms in various capacities for over 35 years. Becnel Uniforms has provided uniforms to Long Beach Transit, L.A. Unified School District, and Culver City Transportation. According to reference checks, Becnel Uniforms has consistently provided satisfactory services to its customers.

C. Evaluation of Proposals

Procurement staff utilized a best value technical trade-off procurement method under RFP No. OP30002745. This method is chosen to ensure that the awarded Contractor is responsive to Metro's requirements. Metro required that the awarded Contractor have two facilities available for uniform measurements, be within 10 miles of the Gateway Plaza, be open for business Monday through Friday from 9:00am to 5:00pm, and have a minimum of five years experience providing uniform services.

The proposals were evaluated based on the following evaluation criteria:

- * Past Performance/ Experience 20%
- * Garment Quality and Services 50%
- * Price 30%

Several factors were considered when developing the criteria, giving the greatest importance to garment quality and services. Services include the availability of locations to measure TOS personnel for the new uniform and uniform pick-up.

Becnel Uniforms' proposal was responsive to Metro's minimum requirements and was highly rated.

A total of 22 solicitations were downloaded and two proposals were submitted. Metro surveyed some of the companies to understand why more proposals were not submitted in response to the solicitation. Based on the feedback received, most companies did not have the facilities or capacity to provide the desired level of service.

	Proposer Name	Proposal Amount	Best and Final Offer Amount	Note those that were disqualified as explained above:
1.	Becnel Uniforms	\$ 806,750	N/A	N/A
2.	Aramark Uniform Services	N/A	N/A	Non-Responsive

D. Cost/Price Analysis Explanation of Variances

The awarded contract price of \$806,750 was determined by a yearly allowance per employee set by Article 34 in the AFSCME collective bargaining agreement. According to the agreement, each employee is given \$350 per year in stipend to purchase uniforms. The procurement is based on 431 TOS, therefore, the total five-year contract price; inclusive of two (2) one-year options is \$754,250, plus an additional \$52,500 for employee turnover.

The unit rates for each garment piece has been determined to be fair and reasonable based on a comparison between the proposed price and the manufacturers list price. When calculating the proposed unit rates and the unit list price for each garment, Metro considered embroidery costs, shipping costs, and sales taxes. Metro determined the proposed unit rates are fair and reasonable because the Contractor will provide facilities and services to ensure that each employee will be measured and provides administrative support to handle miscellaneous issues that may arise.

Description	3 Base Years Unit Price	Cintas List Price	Option 1 Unit Price	Cintas List Price	Option 2 Unit Price	Cintas List Price	Overall 5 Years Savings
Men Mercer Blazer	\$ 201.01	\$228.36	\$220.91	\$251.20	\$227.48	\$ 274.04	14%
Men Preston Pants	\$ 104.23	\$105.48	\$114.45	\$116.02	\$117.82	\$ 126.57	3%
Men Avalon Slacks	\$ 104.23	\$105.48	\$114.45	\$116.02	\$117.82	\$ 126.57	3%
Men Dress Shirt	\$ 65.08	\$ 57.08	\$ 70.78	\$ 62.79	\$ 72.67	\$ 68.50	-11%
Men Short Sleeve Frosted Pique Dress Shirt	\$ 67.79	\$ 64.91	\$ 70.78	\$ 71.40	\$ 75.39	\$ 77.90	0%
Women Brookland Blazer	\$ 179.26	\$217.49	\$196.99	\$239.24	\$202.84	\$ 260.99	19%
Women Avalon Slacks	\$ 104.23	\$105.48	\$114.45	\$116.02	\$117.82	\$ 126.57	3%
Women Mona Blouse	\$ 57.46	\$ 60.35	\$ 62.41	\$ 66.38	\$ 64.04	\$ 72.41	8%
Women Short Sleeve Mona Blouse	\$ 60.18	\$ 65.73	\$ 65.18	\$ 72.30	\$ 68.76	\$ 78.87	11%
Unisex Milano V-Neck Sweater Vest	\$ 58.55	\$ 52.73	\$ 63.61	\$ 58.01	\$ 65.28	\$ 63.28	-8%
Unisex Zip-Front Sweater Vest	\$ 72.69	\$ 53.28	\$ 79.16	\$ 58.61	\$ 81.29	\$ 63.94	-33%
Unisex Zip-Front Cardigan Sweater	\$ 80.84	\$ 66.87	\$ 88.13	\$ 73.56	\$ 90.53	\$ 80.24	-18%
Men's custom ties	\$ 17.50	N/A	\$ 17.50	N/A	\$ 17.50	N/A	N/A
Men's custom bow	\$ 12.50	N/A	\$ 12.50	N/A	\$ 12.50	N/A	N/A
Scarf	\$ 21.00	N/A	\$ 21.00	N/A	\$ 21.00	N/A	N/A

Metro Independent Cost Estimate (ICE) unit rates are 26% lower than the proposed unit rates. The ICE was developed by unit rates from the manufacturer with an assumption that the Contractor will receive a 20% discount. The ICE however, did not consider the cost of embroidery, fitting/measuring, name plates, and shipping/delivery costs. These costs along with the assumption that Becnel Uniforms receives a 20% discount from the manufacturer could explain the difference between the ICE and the proposed price. Even with the estimator's assumptions/omissions, one third of the items were proposed at a lower price than the ICE.

Proposal Amount	Staff Estimate	Recommended/Negotiated Amount
\$806,750	\$733,250	\$806,750

The actual cost to Metro will not exceed the recommended amount because it is based on the collective bargaining agreement. Should the TOS' choose to exceed the amount of their stipend; they will be responsible for the difference.

E. Small Business Participation

DEOD recommendation was 0% DBE participation however, the primary contractor is DBE certified by Metro.