

**Metro**Los Angeles County  
Metropolitan Transportation AuthorityOne Gateway Plaza  
Los Angeles, CA 90012-2952213.922.2000 Tel  
metro.net**SYSTEM SAFETY AND OPERATIONS COMMITTEE  
NOVEMBER 21, 2013****SUBJECT: LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES  
(EXCLUDING METRO ORANGE LINE)****ACTION: APPROVE CONTRACT AWARD****RECOMMENDATION**

Award a five-year firm fixed unit rate contract, Contract No. OP33673127R, to Woods Maintenance Services, Inc., the lowest responsive, responsible bidder, to provide landscape and irrigation maintenance services throughout Metro facilities (excluding Metro Orange Line) in an amount not-to-exceed \$9,331,486, inclusive of two option years, effective December 16, 2013.

**ISSUE**

This new contract will provide landscape and irrigation maintenance services for all Metro bus and rail facilities and properties, with the exception of the Metro Orange Line which is maintained under a separate contract.

**DISCUSSION**

This contract requires the contractor to provide general maintenance and clean-up services of all landscaped areas, including trees under 13 feet in height, shrubs, vines, groundcover, lawns, planter boxes, and routine irrigation system maintenance. In addition, the contractor will provide as-needed services as directed by Metro, such as, repairing vandalized or damaged irrigation system components and replacing damaged or lost plant material resulting from natural causes beyond the control of the contractor.

**DETERMINATION OF SAFETY IMPACT**

The approval of this item will ensure Metro maintenance standards are met in delivering clean and well maintained facilities and properties, providing on-going landscape and irrigation maintenance services, and providing prompt response time to deliver safe, quality, on-time, and reliable services to our customers and the public.

## **FINANCIAL IMPACT**

The total contract amount is \$9,331,486. Funding of \$830,830 is included in the FY14 Budget in cost center 3367 Facilities Property Maintenance, line item 50308 Service Contract Maintenance, in several projects: 306002 Operations Maintenance, 300014 Regional Activities, 300022 Metro Blue Line, 300033 Metro Green Line, 300044 Metro Red Line, 300055 Metro Gold Line, and 300066 Metro Expo Line.

Since this is a multi-year contract, the cost center manager, project managers, and Executive Director, Maintenance will ensure that the balance of funds is budgeted in future years.

### **Impact to Budget**

The current year funding for this action will come from the Enterprise operating fund. No other sources of funds were considered for this activity because it supports bus and rail operations. This activity is part of the on-going maintenance costs of Metro facilities.

## **ALTERNATIVES CONSIDERED**

Staff considered providing this service through Metro in-house staff. This would require the hiring and training of additional personnel, purchase of additional equipment, vehicles, and supplies to support the expanded responsibility. Staff's assessment indicates that this is not a cost-effective option for Metro.

## **NEXT STEPS**

Upon approval, staff will complete the administrative processes and will issue a Notice-to-Proceed to Woods Maintenance Services, Inc. effective December 16, 2013, to provide landscape and irrigation maintenance services system-wide, excluding Metro Orange Line.

## **ATTACHMENTS**

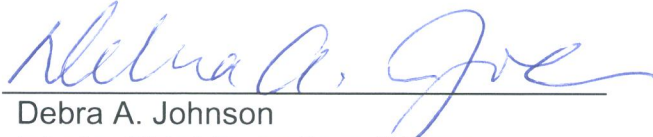
### A. Procurement Summary

Prepared by: Brady Branstetter, Director, Facilities Maintenance  
Lena Babayan, Facilities Maintenance Manager

Questions: Christopher Reyes, Senior Administrative Analyst  
(213) 922-4808



Michelle Lopes Caldwell  
Chief Administrative Services Officer



Debra A. Johnson  
Interim Chief Operations Officer



Arthur T. Leahy  
Chief Executive Officer

## PROCUREMENT SUMMARY

### LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES (EXCLUDING METRO ORANGE LINE)

1.	Contract Number: OP33673127R	
2.	Recommended Vendor: Woods Maintenance Services, Inc.	
3.	Type of Procurement (check one): <input checked="" type="checkbox"/> IFB <input 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: August 1, 2013	
	B. Advertised/Publicized: July 29, 2013	
	C. Pre-proposal/Pre-Bid Conference: August 6, 2013	
	D. Proposals/Bids Due: September 3, 2013	
	E. Pre-Qualification Completed: October 3, 2013	
	F. Conflict of Interest Form Submitted to Ethics: September 10, 2013	
	G. Protest Period End Date: November 26, 2013	
5.	Solicitations Picked up/Downloaded: 8	Bids/Proposals Received: 3 2 received on time, 1 received late
6.	Contract Administrator: Helen Gates-Bryant	Telephone Number: (213) 922-1269
7.	Project Manager: Shaunt Avanesian/Dan Smith	Telephone Number: (213) 922-5931/922-6762

#### **A. Procurement Background**

This Board action is to approve contract award for Landscape and Irrigation Maintenance Services for Metro Rights of Way & Facilities, excluding the Orange Line.

This IFB is a rebid. The original IFB was issued on February 14, 2013 under IFB No. OP33673069. No award was made against that IFB, as none of the bidders met all the minimum qualifications specified in the IFB.

The rebid IFB No. OP33673127R was issued in accordance with Metro's Acquisition Policy and the contract type is a firm fixed unit rate. The solicitation was advertised on July 29, 2013 and issued on August 1, 2013. The Pre-Bid meeting was held on August 6, 2013, with five companies in attendance.

Two amendments were issued during the solicitation phase of this IFB as follows:

- Amendment No. 1, issued on August 9, 2013, provided answers to the bidders' submitted questions and transmitted the Pre-Bid Conference sign-in sheets and minutes.
- Amendment No. 2, issued on August 20, 2013, provided clarifications and revised the Minimum Qualifications Pass/Fail criteria as a result of a Protest of Content received that was found to have merit.

A total of two bids were received on September 3, 2013. A third bid was submitted after the required date and time and was returned to the bidder, unopened, per LACMTA policy and procedure.

### **B. Evaluation of Proposals/Bids**

This IFB was conducted using a two-step bid process. Both Step 1 (Technical Proposal) and Step 2 (Price Bid) were submitted in separate sealed envelopes on September 3, 2013. A public bid opening was held on September 25, 2013 for the bidders that passed the Step 1 evaluation process.

During the Step 1 evaluation process, technical proposals were reviewed for responsiveness and responsibility. As part of the responsive/responsibility check, staff validated that each submitted bid met the minimum requirements of the solicitation. Both bidders successfully passed Step 1 and therefore, their bid prices were publicly opened on September 25, 2013.

The two bidders are listed below in an alphabetical order.

1. Conejo Crest
2. Woods Maintenance Services, Inc.

Consistent with the rules for bidding, the award is based on the lowest priced, responsive, responsible bidder.

### **C. Cost/Price Analysis**

The recommended price has been determined to be fair and reasonable based upon adequate price competition and a price analysis.

	<b>Bidder/Proposer Name</b>	<b>Total Bid Amount</b>
1.	Woods Maintenance Services, Inc.	\$9,331,486
2.	Conejo Crest	\$10,862,636

**D. Background on Recommended Contractor**

Woods Maintenance Services, Inc., founded in 1975, is located in North Hollywood, CA. Woods Maintenance Services, Inc. services include graffiti abatement, right of way trash & debris removal, and LA SAFE – Freeway call box Maintenance. Woods Maintenance Services, Inc. is the current trash & vegetation removal services provider for Metro railroad rights of way & facilities, and has provided satisfactory service on this contract, as well as other contracts for Metro including the Freeway Beautification Project, Graffiti Abatement Service, and Graffiti Abatement Paint-out.

**E. Small Business Participation**

The Diversity and Economic Opportunity Department established a 5% Race Conscious Disadvantaged Business Enterprise (DBE) goal for this solicitation. Woods Maintenance Services, Inc. made a 5% DBE commitment.

<b>SMALL BUSINESS GOAL</b>	<b>DBE 5%</b>	<b>SMALL BUSINESS COMMITMENT</b>	<b>DBE 5%</b>
------------------------------------	-------------------	--	-------------------

	<b>DBE Subcontractors</b>	<b>% Committed</b>
1	BriteWorks	5%
	<b>Total DBE Commitment</b>	<b>5%</b>