

PROCUREMENT SUMMARY

TRANSIT OPERATIONS SUPERVISOR UNIFORMS – BUS/RAIL
PS113404000 and PS113405000

1.	Contract Number A: PS113404000 Contract Number B: PS113405000	
2.	Recommended Vendor A: Becnel Uniforms, Inc. Recommended Vendor B: LA Uniforms and Tailoring	
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: May 17, 2018	
	B. Advertised/Publicized: May 17, 2018	
	C. Pre-Proposal/Pre-Bid Conference: May 24, 2018	
	D. Proposals/Bids Due: July 12, 2018	
	E. Pre-Qualification Completed: July 25, 2018	
	F. Conflict of Interest Form Submitted to Ethics: August 22, 2018	
	G. Protest Period End Date: October 23, 2018	
5.	Solicitations Picked up/Downloaded: 7	Bids/Proposals Received: 2
6.	Contract Administrator: Rommel Hilario	Telephone Number: (213) 922-4654
7.	Project Manager: Gary Shiroishi	Telephone Number: (213) 922-21305

A. Procurement Background

This Board Action is to approve two contract awards to provide uniform and work apparel to approximately 550 bus and rail Transit Operation Supervisors (TOS), both men and women, with new quality embroidered clothing per the current American Federation of State, County and Municipal Employees (AFSCME) agreement between Metro and AFSCME Local 3624, as outlined in Request for Proposal (RFP) No PS53045. Board approval of contract awards are subject to resolution of any properly submitted protest(s).

Prior to the release of the RFP, the Diversity and Economic Opportunity Department (DEOD) conducted outreach to uniform firms in the Los Angeles County area. In April 2018, an email was sent out to a number of firms, including the incumbent, highlighting the contract opportunity and providing information on how to obtain an SBE certification which was a condition of award. Additionally, the RFP due date was extended three weeks to accommodate SBE applications that were pending approval with DEOD.

On May 17, 2018, the RFP was released into the SBE Prime Program, and issued as a competitively negotiated procurement in accordance with Metro’s Acquisition Policy. The contract type is firm fixed unit rate. As stated in the RFP, it was Metro’s intention to award multiple contracts to local SBE firms to maximize accessibility to

TOS supervisors to purchase their uniforms and work apparel at store front businesses throughout Los Angeles County.

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

- Amendment No. 1, issued on May 30, 2018, included pre-proposal documents - agenda, sign-in sheets, reference check form, and planholder’s list.
- Amendment No. 2, issued on June 12, 2018, extended the proposal due date.

A pre-proposal conference was held on May 24, 2018. A total of two participants representing two firms were in attendance.

On July 12, 2018, Metro received two proposals from the firms listed below in alphabetical order:

1. Becnel Uniforms, Inc.
2. LA Uniform and Tailoring

B. Evaluation of Proposals

The Proposal Evaluation Team (PET), consisting of members representing Transit Operation Supervisors and Rail Transit Operator Supervisors, was convened and conducted a comprehensive technical evaluation of the proposals received.

The Evaluation was divided into three phases: Minimum Qualifications Review, Technical Review, and Site Visits. Proposals were evaluated based on the following criteria and weights:

- Degree of Contractor’s (Firm and Staff) Skills & Experience 40%
- Understanding of the Work Plan 40%
- Cost 20%

The following is a summary of the PET scores:

1	FIRM	Average Score	Factor Weight	Weighted Average Score	Rank
2	Becnel Uniforms, Inc.				
3	Degree of Contractor’s (Firm and Staff) Skills & Experience	98.30	40%	39.32	
4	Understanding of the Work Plan	98.30	40%	39.32	

5	Cost	100.00	20%	20.00	
6	Total		100.00%	98.64	1
7	LA Uniform and Tailoring				
8	Degree of Contractor's (Firm and Staff) Skills & Experience	80.00	40%	32.00	
9	Understanding of the Work Plan	84.30	40%	33.72	
10	Cost	85.00	20%	17.00	
11	Total		100.00%	82.72	2

C. Cost/Price Analysis

The two contract awards represent the best value to Metro. The recommended prices have been determined to be fair and reasonable based upon adequate competition, unit rate price analysis, fact finding, and technical evaluation.

PROPOSER	PROPOSED AMOUNT	METRO ICE	AWARD AMOUNT
Becnel Uniforms, Inc.	\$1,219,772.50	\$1,541,375	\$1,219,773
LA Uniforms and Tailoring	\$1,456,361.60		\$321,602

As stated earlier, it was Metro's intention to award multiple contracts to local SBE firms who provide TOS supervisors the ability to purchase their uniforms and work apparel at store front businesses in Los Angeles County. As a result, the decision was made to award a contract to LA Uniforms and Tailoring located within 25 miles of Metro Headquarters. It is anticipated that a number of employees living near the City of Lawndale and adjacent areas can conveniently access uniforms at the store.

The rationale to award Becnel a not-to-exceed amount of \$1,219,773 is due to an anticipated majority of supervisors purchasing their uniforms at their store located less than a mile from Metro Headquarters.

D. Background on Recommended Contractors

Becnel Uniforms

Becnel Uniforms, Inc. (Becnel), a Metro certified SBE, was established in 1952 and was incorporated in 1976. Becnel employs expert tailors and embroidery personnel. Many of their employees have decades of experience. In addition, they carry a large

inventory of uniforms available to Metro employees. Currently, Becnel has three contracts with Metro and have performed satisfactorily.

LA Uniform and Tailoring

LA Uniforms and Tailoring (LA Uniforms), a Metro certified SBE, was founded in 2017. The firm has invested in advanced machinery that offers all the functions and tools to create embroidery projects. LA Uniforms provide customized tailoring for any uniform purchased. The owner carries over 25 years of experience in tailoring and embroidery.

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