

## PROCUREMENT SUMMARY

## GLASS REPLACEMENT AND INSTALLATION SERVICES/ OP917120008370

1.	<b>Contract Number:</b> OP917120008370	
2.	<b>Recommended Vendor:</b> Los Angeles Glass Company, Inc.	
3.	<b>Type of Procurement (check one):</b> <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.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> August 1, 2022	
	<b>B. Advertised/Publicized:</b> August 1, 2022	
	<b>C. Pre-Proposal Conference:</b> August 11, 2022	
	<b>D. Proposals Due:</b> September 1, 2022	
	<b>E. Pre-Qualification Completed:</b> November 22, 2022	
	<b>F. Conflict of Interest Form Submitted to Ethics:</b> November 1, 2022	
	<b>G. Protest Period End Date:</b> January 23, 2023	
5.	<b>Solicitations Picked up/Downloaded:</b> 10	<b>Bids/Proposals Received:</b> 2
6.	<b>Contract Administrator:</b> Marc Margoni	<b>Telephone Number:</b> (213) 922-1304
7.	<b>Project Manager:</b> Gregory Montoya	<b>Telephone Number:</b> (213) 922-6737

**A. Procurement Background**

This Board Action is to approve the award of Contract No. OP917120008370 to Los Angeles Glass Company, Inc. to provide as-needed glass replacement and installation services system-wide. Board approval of contract awards are subject to resolution of any properly submitted protest.

On August 1, 2022, Request for Proposal (RFP) No. OP91712 was issued as a competitive negotiated lowest price-technically acceptable (LPTA) procurement in accordance with Metro's Acquisition Policy and the contract type is firm fixed unit rate. The RFP was issued as an SBE Prime Set Aside solicitation.

No amendments were issued during the solicitation phase of this RFP.

The solicitation was available for download from Metro's website. Advertisements were placed in four leading publications within Los Angeles County (i.e. Los Angeles Daily News, La Opinion, Watts Times, and the Asian Journal) to notify potential proposers of this solicitation. Metro also notified proposers from the Metro's vendor database based on applicable North American Industry Classification System (NAICS) codes.

A virtual pre-proposal conference was held on August 11, 2022.

A total of ten (10) firms downloaded the RFP and were included on the planholders list. No questions were received during the solicitation.

A total of two (2) proposals were received on September 1, 2022, and are listed below in alphabetical order:

1. Gandy Glass Company, Inc.
2. Los Angeles Glass Company, Inc.

## **B. Evaluation of Proposals**

A Proposal Evaluation Team (PET) consisting of staff from Facilities Contracted Maintenance Services and Facilities/Property Maintenance was convened and conducted an evaluation of the two proposals received based on the lowest price-technically acceptable (LPTA) selection process.

On September 9, 2022, the PET met to review the evaluation criteria package, process confidentiality and conflict of interest forms, and take receipt of the proposals to initiate the evaluation phase. Evaluations were conducted from September 9, 2022, through October 26, 2022.

On September 27, 2022, Metro's Diversity and Economic Opportunity Department (DEOD) determined Gandy Glass Company, Inc. (Gandy) to be ineligible for contract award since it was not a Metro-certified SBE firm at the time of the proposal due date. Hence, Gandy was excluded from further consideration.

The PET evaluated the remaining proposal based on the following pass/fail evaluation criteria stated in the RFP:

1. experience of the proposer in providing glass replacement and installation services;
2. required California C-17 specialty license for Glazing; and
3. key personnel information.

The evaluation criteria are appropriate and consistent with criteria developed for similar glass replacement and installation service procurements.

The PET reconvened and determined Los Angeles Glass Company, Inc.'s proposal to be technically acceptable since it met all the minimum requirements stated in the RFP and is the lowest priced.

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

The recommended price has been determined to be fair and reasonable based on price analysis, technical analysis and fact-finding. The recommended price is 6% lower than Metro's independent cost estimate (ICE).

	<b>Proposer Name</b>	<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>Award Amount</b>
1.	Los Angeles Glass Company, Inc.	\$4,777,065	\$3,772,068	\$3,544,842

The variance between the proposal amount and award amount is based on a reduction in labor rates, cost elements and negotiations. Staff successfully negotiated a cost savings of \$1,232,223.

**D. Background on Recommended Contractor**

Los Angeles Glass Company, Inc. (LA Glass Company), founded in 2007, is a family-owned business headquartered in Huntington Park, California. It specializes in all types of glass installation and repair services for both residential and commercial establishments. Commercial clients include El Segundo City Hall, Target, Ross, Barnes & Noble, McDonalds, AMC, Victoria Gardens, and the Hilton family of resorts.

LA Glass Company has been providing glass replacement and installation services to Metro since 2019 and performance has been satisfactory.

LA Glass Company is a Metro certified SBE firm.