



Board Report

File #: 2021-0810, File Type: Contract

Agenda Number: 16.

OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE FEBRUARY 17, 2022

SUBJECT: SHOP TOWELS

ACTION: AWARD CONTRACT

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to award a two-year, Indefinite Delivery/Indefinite Quantity (IDIQ) Contract No. CY81398000 to JWL Supplies, the lowest responsive and responsible bidder for Shop Towels (Wypalls). The Contract is for a one-year base in the amount of \$735,873, inclusive of sales tax, and a one-year option in the amount of \$785,181, inclusive of sales tax, for a total contract amount of \$1,521,054, subject to resolution of protest(s), if any.

ISSUE

Shop towels are used on a day-to-day basis to clean and maintain facilities, equipment, and rolling stock by the rail and bus maintenance and operations departments. Metro staff throughout the agency require the shop towels to maintain safe work environments and the cleanliness of the rail and bus fleet to ensure the highest quality of customer experience when riding Metro. Award of this contract will ensure an adequate inventory of shop towels for bus and rail operations.

BACKGROUND

The Material Management usage reports revealed that on an annual basis approximately 12,000 cases of shop towels were issued throughout the rail and bus operating divisions and at other facilities and work sites to maintain the cleanliness of facilities, equipment, rolling stock, and to ensure safety for our employees. The shop towels purchased under this procurement will be maintained in inventory and managed by Materiel Management.

DISCUSSION

Shop towels have multiple uses which include efforts to meet customer facing and internal cleanliness goals and objectives. The shop towels are used primarily by maintenance personnel at bus and rail divisions. Mechanics, service attendants, and custodians support the use of these shop towels because the product's absorbent qualities and cloth like characteristics are needed to clean surfaces, and to pick up oil and grease. The towels are also used at the operating divisions to clean

the windshields and side windows of buses and rail cars.

The shop towels are used by janitorial staff for the daily cleaning of facilities throughout the Metro system, and for general purpose cleaning functions based on their consumption requirements. The Metro staff whose job functions require the use of shop towels are provided training on the proper use of these materials. Management tracks the consumption of the shop towels using the Maintenance and Materials Management (M3) system to ensure that employees are avoiding waste and using these products responsibly.

The Contract to be awarded is a "requirements type" agreement in which Metro commits to order up to the specified quantity for a specific duration of time, but there is no obligation or commitment for Metro to order all of the shop towels that may be anticipated. The bid quantities are estimates only, with deliveries to be ordered and released as required.

These paper products will be purchased, maintained in inventory and managed by Materiel Management. As the shop towels are issued, the appropriate budget project numbers and accounts will be charged.

DETERMINATION OF SAFETY IMPACT

Award of this contract will ensure that all operating divisions have adequate inventory to maintain the bus and rail fleets, facilities, equipment, and supplies for other general-purpose cleaning and maintenance activities according to Metro Maintenance and facility standards, and OSHA standards.

FINANCIAL IMPACT

The twelve (12) month funding of \$735,873 for shop towels is included in the FY22 budget in various cost centers for Administration and Bus and Rail Operations. The paper products will be funded from each cost center's Material and Supplies budget line item number 50431 under multiple operating projects.

Since this is potentially a multi-year Contract, the Cost Center Managers and respective departments will be accountable for budgeting the cost in future fiscal years.

Impact to Budget

The source of funds for this procurement will come from Federal, State and local funding sources, including fares, that are eligible for Bus and Rail Operating or Capital Projects. These funding sources will maximize the use of funds for these activities given approved funding provisions and guidelines.

EQUITY PLATFORM

This action will ensure Metro has the tools required to accomplish the objectives of Metro's

cleanliness program, which is to ensure our buses, rail cars and rail stations are clean, reliable and safe throughout the Metro system. This action will serve regions in Los Angeles County, including those located in Equity Focus Communities (EFCs).

Bus and Rail riders will benefit from Metro utilizing the shop towels to clean and sanitize what may be their only mode of transportation. Metro's proactive cleaning and sanitizing program will assist underserved communities by minimizing the possibility of contracting a disease or illness such as COVID-19.

The Diversity and Economic Opportunity Department (DEOD) documented a sixty percent (60%) SBE commitment by JWL Supplies and verified that they are meeting the Small Business Prime Set-Aside requirements established for this procurement.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The procurement of shop towels supports Strategic Goal 1: Provide high-quality mobility options that enable people to spend less time traveling. The shop towels will assist in maintaining the safety, cleanliness, and reliability of the rail and bus fleet and ensure the highest quality of service to our customers who expect clean vehicles that arrive at their destinations in accordance with the scheduled service intervals for Metro rail and bus operations.

ALTERNATIVES CONSIDERED

The alternative is not to award the contract and to procure shop towels on an as-needed basis. This approach is not recommended since it does not provide a commitment from the supplier to ensure availability and price stability.

NEXT STEPS

Upon approval by the Board, staff will execute Contract No. CY81398000 for the procurement of shop towels with JWL Supplies at the one-year base amount of \$735,873 inclusive of sales tax, and the one-year option amount of \$785,181, inclusive of sales tax, for a total contract amount of \$1,521,054.

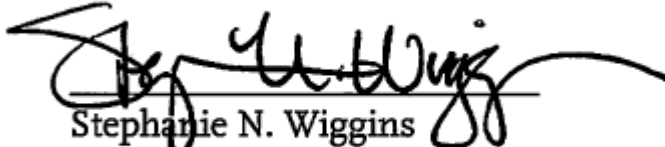
ATTACHMENTS

Attachment A - Procurement Summary
Attachment B - DEOD Summary

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