

**Board Report**

File #: 2019-0111, **File Type:** Contract**Agenda Number:** 20.

**OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE
APRIL 18, 2019****SUBJECT: PURCHASE OF SAFETY VESTS****ACTION: AWARD CONTRACT****RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a two-year, firm fixed price Contract No. MA57367000 to KNS Industrial Supply, the lowest responsive and responsible bidder for Safety Vests. The one-year base contract amount is \$576,350 inclusive of sales tax, and the one-year option amount is \$590,741, inclusive of sales tax, for a total contract amount of \$1,167,091, subject to resolution of protest(s), if any.

ISSUE

This procurement is for the acquisition of reflective safety vests that are required to improve the visibility and maintain the safety of Metro employees. Award of this contract will ensure adequate and timely availability of reflective safety vests for bus and rail operators, maintenance employees, and administrative staff.

BACKGROUND

Metro requires both general duty and high hazardous style safety vests to protect and ensure the safety of bus and rail operators, maintenance employees, and administrative staff working in safety sensitive areas. The component usage reports from Material Management revealed that approximately 14,000 general duties and 3,500 high hazard reflective safety vests were issued over a 12 month period throughout the various departments at Metro. Transportation and maintenance personnel working at operating and support facilities, layover zones, and other safety sensitive areas must wear reflective safety vests in accordance with department rules and procedures. In addition, personnel engaged in construction activities or accident investigations must wear reflective safety vests.

DISCUSSION

Metro issues new reflective safety vests to transportation, maintenance, and administrative employees who are assigned to work in safety sensitive areas. The reflective safety vests are stocked in various sizes at division storerooms at bus and rail operating divisions. The Material Management department oversees the distribution of reflective safety vests to ensure availability and

accountability to both operating and support departments in accordance with department safety procedures.

The contract to be awarded is a “requirements type” agreement in which Metro commits to order safety vests from the contract awardee in an estimated range of quantities with no obligation or commitment to order any specific quantity of the various styles and/or sizes of the reflective safety vests. The IFB solicitation quantities are based on Metro’s estimated overall usage. Therefore, the selected contract awardee must be able to fulfill all of Metro’s safety vest requirements in a timely manner. The Diversity and Economic Opportunity Department (DEOD) documented a sixty percent (60%) SBE commitment by KNS Industrial Supply and verified that they are meeting the Small Business Prime Set-Aside requirements established for this procurement.

The reflective safety vests will be purchased, maintained and managed by Material Management. As reflective safety vests are issued, the appropriate charge information will be utilized.

DETERMINATION OF SAFETY IMPACT

Award of contract will ensure that all operating divisions and the Central Maintenance Shops have adequate and timely availability of safety vests for employees to wear in safety sensitive areas in accordance with department rules and procedures. The reflective safety vests improve employee visibility to prevent accidents and injuries.

FINANCIAL IMPACT

Funding in the amount of \$576,350 for the reflective safety vests is included in the FY19 budget under account 50441, Parts - Revenue Vehicle in multiple bus and rail division operating cost centers under Operations bus projects 306002 and rail projects 300022, 300044, 300066, 300055, 300033.

Since this is a multi-year contract, the cost center manager and Chief Operations Officer will be accountable for budgeting the cost in future fiscal years.

Impact to Budget

The current source of funds for this action includes fare revenues as well as Proposition A/C, Measure R/M, and the Transportation Development Act. Use of these funding sources currently maximizes funding allocations given approved funding provisions and guidelines.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The procurement of reflective safety vests supports Strategic Goal 1: Provide high-quality mobility options that enable people to spend less time traveling. The new reflective safety vests will ensure the safety of employees assigned to operate and maintain the bus and rail fleet, which is important in ensuring that our customers are able to arrive at their destinations without interruption and in accordance with the scheduled service intervals.

ALTERNATIVES CONSIDERED

The alternative not to award the contract and procure reflective safety vests on the open market on an as-needed basis is not recommended since it does not provide a commitment from the supplier to ensure availability and price stability.

NEXT STEPS

Metro's requirements for reflective safety vests will be fulfilled under the provisions of the contract.

ATTACHMENTS

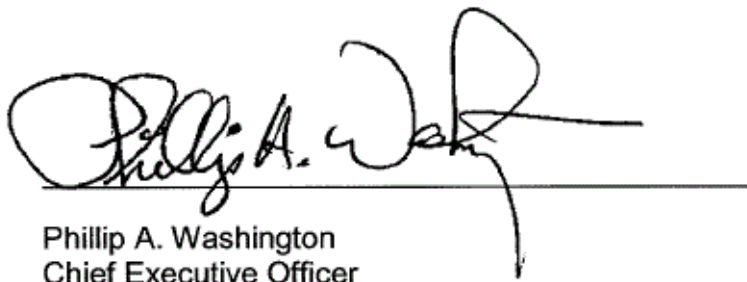
Attachment A - Procurement Summary

Attachment B - Bid Tabulation

Attachment C - DEOD Summary

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