



## Board Report

**File #:** 2019-0742, **File Type:** Contract

**Agenda Number:** 24.

### OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE NOVEMBER 21, 2019

**SUBJECT: SHOP TOWELS (WYPALLS)**

**ACTION: CONTRACT AWARD**

#### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a two-year, Indefinite Delivery, Indefinite Quantity (IDIQ) Contract No. CY63850000 to JWL Supplies, the lowest responsive and responsible bidder for Shop Towels (Wypalls). The Contract one-year base amount is \$686,565 inclusive of sales tax, and the one-year option amount is \$730,453, inclusive of sales tax, for a total contract amount of \$1,417,018, 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 individual consumption

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requirements.

The Metro staff whose job functions require the use of shop towels are provided training on the proper use of these materials, and 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. 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.

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 \$686,565 for shop towels is included in the FY20 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 SBU Chief 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.

#### **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 to not 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**

Metro's requirements for shop towels will be fulfilled under the provisions of the contract.

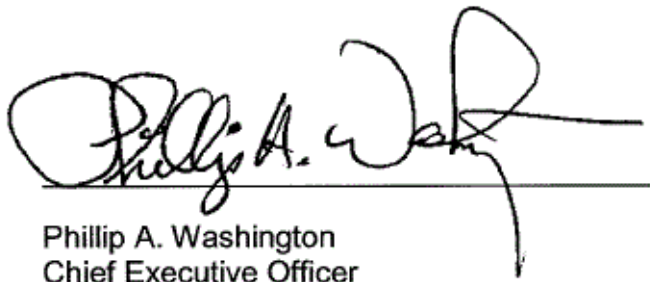
**ATTACHMENTS**

Attachment A - Procurement Summary

Attachment B - DEOD Summary

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