

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	January 13, 2010
TO:	Riverside County Transportation Commission
FROM:	Gregory Moore, Procurement and Assets Manager
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	Agreements with Qualified Contractors to Provide On-Call Maintenance and Repair Services

STAFF RECOMMENDATION:

This item is for the Commission to:

- 1) Award the following agreements to provide on-call property maintenance and repair services for a three-year period, inclusive of a single-year option to extend the agreements, in an amount that is not to exceed an aggregate value of \$1.5 million;
 - a) Agreement No. 10-51-038-00 with Warren Bros. Tractor Work;
 - b) Agreement No. 10-51-039-00 with Sunshine Landscape and Maintenance, Inc.;
 - c) Agreement No. 10-51-040-00 with Real Estate Consulting & Services, Inc.;
 - d) Agreement No. 10-51-041-00 with Zamiski Construction;
 - e) Agreement No. 10-51-042-00 with Pest Options, Inc.; and
 - f) Agreement No. 10-51-043-00 with Carry-All LLC;
- 2) Authorize the Executive Director, or designee, to execute task orders competed among and awarded to contractors under the terms of the agreement(s); and
- 3) Authorize the Chair, pursuant to legal counsel review, to execute the agreements on behalf of the Commission.

BACKGROUND INFORMATION:

The Commission's Right of Way Department is responsible for the maintenance and management of over 600 real estate parcels throughout Western Riverside County, varying in size from one to just over fifty-five acres. Certain parcels are developed, and others are vacant land. The Commission-owned properties must be maintained in accordance with relevant codes, regulations, and local ordinances, including timely responses to local code enforcement citations and scheduled seasonal fire abatement requirements.

The Commission requires the services of one or more qualified contractors to provide a variety of maintenance and repair services for Commission-owned properties, parcels and appurtenances. In order to maximize competitive pricing and provide adequate resources to address the sizeable and varied workload, staff recommends the establishment of an on-call bench of three to six qualified contractors to provide weed abatement, vegetation control, litter and debris removal, and fence and sign repair services.

A task order type of contract was chosen, because the nature and scope of the anticipated services are clear; however, the timing, quantity, and delivery of the required services are uncertain. Further, the competitive task order format ensures that the Commission is getting a fair and reasonable price for services provided under each task order awarded by the Commission.

Procurement Process

The weighted factor method of source selection was determined by staff to be the most appropriate for this procurement, as it allows the Commission to identify the most advantageous proposal with price and other factors considered. Non-price factors include elements such as experience, the relative qualifications of the firms, and their ability to respond to the requirements set forth under the terms of request for proposals (RFP) No. 10-51-026-00.

RFP No. 10-51-026-00 was released by staff and advertised on October 29, 2009. A pre-proposal meeting was held on November 10, 2009, and was attended by approximately 10 firms. Commission staff responded to all questions submitted by potential proposers prior to the December 2, 2009 deadline date. Seven firms—Warner Water Works, Real Estate Consulting & Services, Inc., Sunshine Landscape and Maintenance, Inc., Carry-All LLC, Zamiski Construction, Pest Options, Inc., and Warren Bros. Tractor Work—submitted proposals prior to the stated deadline. Each of the seven firms submitted responsive and responsible proposals. Accordingly, the firms' proposals were evaluated and scored, based upon the evaluation criteria set forth in the RFP, by an evaluation committee comprised of Commission and Bechtel staff.

The evaluation process was used to analyze the merits of each submitted proposal according to the stated criteria and, based on that information, the evaluation committee made its selection decision. Because the on-call bench was limited to a maximum of six firms under the terms of the RFP, Warner Water Works was eliminated from the list of awardees based on its total evaluation score relative to the other proposers. The remaining firms, in descending order, ranked as follows: Warren Bros. Tractor Work; Sunshine Landscape and Maintenance, Inc.; Real Estate Consulting & Services, Inc.; Zamiski Construction; Pest Options, Inc.; and Carry-All LLC.

The respective proposers' rates are considered fair and reasonable based upon adequate price competition. Further, if the agreements are awarded, each task order issued by the Commission will be competed among the on-call bench contractors to ensure fair and reasonable pricing is established for the required services.

On-Call Bench Contractors

Warren Bros. Tractor Work, based in Corona, has provided weed abatement services for public clients since 1979. Current clients include the city of Corona and the county of Orange. Sunshine Landscape and Maintenance, Inc., based in Corona, has provided residential and commercial weed abatement and maintenance services since 1974. Real Estate Consulting & Services Inc., based in Tustin, has provided property and facility management services for its public and private sector clients since 2003. Zamiski Construction, with offices in Temecula and Ontario, was established in 1995 and provides a variety of maintenance, site clean-up and weed abatement services. Pest Options Inc., based in Anaheim, has provided weed abatement solutions for public and private sector customers since 1986. Pest Options services various cities, school districts, and transportation agencies in six counties. Carry-All LLC has provided trash hauling and weed abatement services for its clients since 2006, and is based in Corona.

Accordingly, staff recommends an award to the aforementioned contractors for on-call maintenance and repair services.

The total not to exceed amount of \$1.5 million for all six agreements for a three-year period of performance, inclusive of a single-year option, is an aggregate amount that is based upon historical cost experience of the Commission for comparable services and the anticipated service requirements for recent real estate acquisitions in the Corona area.

Financial Information						
In Fiscal Year Budget:	Yes	Year:	FY 2009/10	Amount:	\$156,000	
	No		FY 2010/11		500,000	
	No		FY 2011/12		500,000	
	No		FY 2012/13		344,000	
Source of Funds:	Measure A, Lease Revenues		Budget Adjustment:	No		
GLA No.:	105 51 73301					
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Fiscal Procedures Approved:	<i>Theresa Iuvino</i>			Date:	12/24/2009	