

**Date:** September 18, 2019

**To:** Board of Directors



**From:** Doug Kelsey

**Subject:** **RESOLUTION NO. 19-09-71 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING CONTRACT WITH BRASCO INTERNATIONAL, INC. FOR BUS SHELTER UNITS, PARTS, AND ACCESSORIES**

**1. Purpose of Item**

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager or his designee to execute a contract with Brasco International, Inc. (Brasco) for Bus Shelter Units, Parts, and Accessories (Contract).

**2. Type of Agenda Item**

- Initial Contract
- Contract Modification
- Other \_\_\_\_\_

**3. Reason for Board Action**

Board approval is required for goods and services contracts obligating TriMet to pay in excess of \$1,000,000.

**4. Type of Action**

- Resolution
- Ordinance 1<sup>st</sup> Reading
- Ordinance 2<sup>nd</sup> Reading
- Other \_\_\_\_\_

**5. Background**

TriMet's Facilities Management Department is responsible for approximately 1,000 bus shelters that require periodic replacement of units, parts, or accessories, and has an ongoing need for bus shelter maintenance, repair and installation services. The Department's goods and services contracts are entered into separately, and are independently managed. This Contract is limited to bus shelter units, parts and accessories (goods).

As a basis to determine the Contract award, staff estimated that approximately 100 bus shelters would need replacement of units, parts or accessories per year. Further, House Bill 2017, the Keep Oregon Moving Act, includes funding to procure bus stop amenities such as shelters and benches for areas in the region that have been historically under-represented with such amenities. Over 35 locations have already been identified as possible locations for new shelter placements in FY2020. Additional locations will be evaluated on an on-going basis commensurate with available funding.

TriMet requires bus shelters and amenities to be fabricated using quality aluminum materials and constructed using a modular system to minimize the individual number of parts and components. All supplied pieces must be fabricated to exact TriMet specifications and fit existing TriMet shelter inventory to assure consistency and ease of maintenance.

**6. Procurement Process**

Through an invitation for bid (ITB) process, TriMet received two bids for the Contract. The low bid was submitted by Brasco in the amount of \$1,249,125, which is significantly below TriMet's Independent Cost Estimate prepared for the anticipated five-year period of the Contract. The second bid was submitted by Tolar Manufacturing Company in the amount of \$1,340,655.

TriMet staff reviewed and accepted all test samples and product data provided by Brasco, and also completed a responsibility investigation of the company. Staff has concluded that Brasco would be capable of fabricating and delivering bus shelters and accessory orders for the anticipated five-year duration of Contract. Under the Contract, Brasco would ship units, parts, and accessories directly to TriMet's bus shelter repair and maintenance service contractor, Ortiz and Associates.

The initial Contract term is for two years, with three additional one-year options that TriMet may exercise. To assure a solid price for the Contract term, unit prices have been fixed on an annual basis and no additional annual adjustments are allowed.

**7. Diversity**

Brasco has 78 employees, and its workforce diversity is 13% Women and 39% Minority.

**8. Financial/Budget Impact**

All costs for the Contract will be paid for with local funds and Statewide Transportation Improvement Funds (STIF), and have been budgeted for in the Maintenance Operations division's operating budget.

**9. Impact if Not Approved**

TriMet must be supplied with bus shelter units, parts and accessories goods for ongoing bus shelter repair and maintenance. TriMet has determined that the \$1,249,125 price is fair and reasonable. If the Board does not approve this Resolution, TriMet would have to re-issue the ITB. Advertising the contract a second time is unlikely to lead to a more favorable outcome, would delay the shelter repair and maintenance work, and would impede TriMet's commitment to timely provide more bus stop amenities in under-represented areas.

**RESOLUTION NO. 19-09-71**

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TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING  
CONTRACT WITH BRASCO INTERNATIONAL, INC. FOR BUS SHELTER  
UNITS, PARTS, AND ACCESSORIES**

**WHEREAS**, TriMet has authority under ORS 267.200 to enter a contract with  
Brasco International, Inc. ("Contract"); and

**WHEREAS**, the total amount of the Contract shall exceed \$1,000,000; and

**WHEREAS**, by Resolution dated October 25, 2017, the TriMet Board of Directors  
(Board) adopted a Statement of Policies requiring the Board to approve goods and services  
contracts obligating TriMet to pay in excess of \$1,000,000;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Contract shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute the Contract in an  
amount not to exceed \$1,249,125, over the five-year term of the Contract.

Dated: September 18, 2019

\_\_\_\_\_  
Presiding Officer

Attest:

\_\_\_\_\_  
Recording Secretary

Approved as to Legal Sufficiency:

  
\_\_\_\_\_  
Legal Department

