

Date: April 23, 2025

To: Board of Directors

From: Sam Desue, Jr.



Subject: **RESOLUTION NO. 25-04-22 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH PORTLAND PATROL, INC. TO PROVIDE REVENUE COLLECTION SERVICES**

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 (Contract) with Portland Patrol, Inc. (PPI), for Revenue Collection Services.

2. Type of Agenda Item

- ☒ Initial Contract
- ☐ Contract Modification
- ☐ Other _____

3. Type of Contract Procurement

- ☐ Low Bid / Invitation to Bid (ITB)
- ☒ Request for Proposals (RFP)
- ☐ Request for Qualifications (RFQ) (Personal Services)
- ☐ Other:

4. Reason for Board Action

Board authorization is required for all contracts obligating TriMet to pay in excess \$1,000,000.

5. Type of Action

- ☒ Resolution
- ☐ Ordinance 1st Reading
- ☐ Ordinance 2nd Reading
- ☐ Other _____

6. Background

TriMet has 167 Fare Vending Machines (FVMs) holding cash from purchases of transit fares. Monday through Friday, TriMet's money room personnel assign TriMet's revenue collection contractor, Allied Universal Security, an FVM servicing schedule for each day. The number of FVMs the contractor services each day ranges between 15 and 20 machines, and it takes a two-person crew approximately eight hours to complete the work.

In addition to collecting daily FVM cash, the revenue collection contractor must collect the mobile vaults containing bus farebox revenue from each of the three bus garages, and collect cash and checks from TriMet's Customer Support Center. All cash and checks must be

delivered each day, Monday through Friday, to the TriMet money room. Agency revenue collection is under the overall supervision of the Finance & Administrative Services Division.

The Allied Universal Security contract originally was executed on November 30, 2020 in the amount of \$978,109. That contract will expire on November 29, 2025, and there is approximately \$37,944 remaining. In anticipation of the contract's expiration and the drawdown of contract funds, TriMet began the process of securing a replacement five-year fare collection contract.

7. **Description of Procurement Process**

TriMet utilized a competitive Request for Proposals (RFP) process to select a fare collection contractor. The RFP was issued on February 6, 2025, with a proposal due date of March 6, 2025. A total of 204 vendors were notified of the RFP via TriMet's eProcurement System (TriP\$) website. Two firms, Allied Universal Security and Portland Patrol, Inc., submitted proposals.

A Source Evaluation Committee (SEC) comprised of staff from TriMet's Finance & Administrative Services Division, reviewed and evaluated the proposals. The evaluation criteria included: (1) qualifications of the proposer; (2) qualifications of the staff; (3) diversity in employment & contracting; (4) understanding of the work; and (5) price. After evaluating proposals, both vendors were shortlisted to the competitive range and the SEC opened their price proposals. The SEC then asked both proposers to submit Best and Final Offers (BAFOs) to revise pricing, and answer clarifying questions about their individual proposals. TriMet received both BAFOs before the deadline of March 27, 2025.

The overall scores of the two finalists after the BAFO submission are summarized below:

	Possible Points	Allied Universal	Portland Patrol
Evaluation Criteria			
Qualifications of Proposer	10.00	9.25	9.25
Qualifications of Staff	10.00	9.25	9.75
Diversity in Employment & Contracting	15.00	10.75	13.25
COBID Certification	5.00	0.00	0.00
Understanding of the Work	30.00	25.50	28.75
Technical Proposal Totals . . .	70.00	54.75	61.00
Price Proposal . . .	30.00	30.00	28.05
Total Score . . .	100.00	84.75	89.05
Initial Proposal Pricing . . .		\$1,299,048	\$1,436,160
BAFO Pricing . . .		\$1,095,952	\$1,172,080
Independent Cost Estimate (ICE)		\$1,250,000	

PPI's proposal was the highest scoring and represented the overall best value to TriMet. PPI has a significant company presence in the Portland metropolitan area, and has a current contract with TriMet providing security and asset protection services for the transit system. As a result, PPI has a good relationship with TriMet staff, and knows the system very well. The SEC also felt that PPI thoroughly demonstrated its ability to respond to TriMet's needs and that it would be able to represent TriMet's interests effectively.

In addition, PPI's proposal was found to be fair and reasonable based on rates charged from prior contracts with TriMet for similar services, and in comparison with TriMet's Independent Cost Estimate (ICE) of \$1,250,000 for the five-year contract term. Accordingly, staff recommends award of the contract to Portland Patrol, Inc. A Notice of Intent to Award was sent to all proposers on March 28, 2025, and no protests were received.

The proposed contract with PPI will be for a five-year term, with TriMet retaining the unilateral option to terminate for convenience for any reason during that period. Price adjustments will be permitted on an annual basis at TriMet's discretion, which will be capped at the Consumer Price Index for all Urban Wage Earners and Clerical Workers (CPI-W) for the Portland-Salem area Western Region. The total amount ultimately paid will be based on TriMet's actual requirements and the amount of services provided during the contract term.

8. Diversity

PPI has 226 employees, and its workforce is 42% minority and 22.12% female. PPI will be self-performing all of the work.

9. Financial/Budget Impact

Based on estimated hours of deployment, PPI's proposed price for the first year of the contract would be approximately \$234,416. This amount is deemed to be fair and reasonable when compared to the amount of \$238,762 for the previous year of the expiring contract. PPI's proposed annual price also is within the proposed FY2026 Budget for the Finance & Administrative Services Division. If all four option years are exercised, the total estimated amount to be expended under the contract would be \$1,172,080.

10. Impact if Not Approved

If this Resolution is not approved, TriMet would need to issue a new RFP for these services. Staff does not believe that the re-issuance of the RFP would result in a broader pool of proposers or a more desirable price. Given that these services are critical to processing District revenue, issuance of a new RFP is not recommended.

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TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A
CONTRACT WITH PORTLAND PATROL, INC. TO PROVIDE REVENUE
COLLECTION SERVICES**

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract (Contract) with Portland Patrol, Inc. (PPI) to provide Revenue Collection Services; and

WHEREAS, by Resolution dated May 25, 2022, the TriMet Board of Directors adopted a Statement of Policies requiring it to authorize all contracts obligating TriMet to pay in excess of \$1,000,000; and

WHEREAS, the total amount of the Contract exceeds \$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 the amount of not more than \$1,172,080, with the total amount to be based on actual services provided through the Contract's expiration date of April 30, 2030.

Dated: April 23, 2025


Presiding Officer

Attest:


Recording Secretary

Approved as to Legal Sufficiency:


Legal Department