

Date: December 13, 2017

To: Board of Directors

From: Neil McFarlane *Neil McFarlane*

Subject: **RESOLUTION 17-12-88 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH REECE COMPLETE SECURITY SYSTEMS FOR BUILDING ACCESS CONTROL MAINTENANCE, REPAIR, INSTALLATION, AND CONSULTATION; INTRUSION DETECTION CONSULTATION; AND ALARM SYSTEM MONITORING, MAINTENANCE, REPAIR, AND INSTALLATION**

1. Purpose of Item

The purpose of this item is to request that the TriMet Board of Directors (Board) authorize the General Manager to execute a contract with REECE Complete Security Systems (REECE) for building access control maintenance, repair, installation, and consultation; intrusion detection consultation; and alarm system monitoring, maintenance, repair, and installation (Goods and Services).

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 1st Reading
 Ordinance 2nd Reading
 Other _____

5. Background

TriMet's Safety, Security & Environmental Division and the Facilities Management Department within the Maintenance Division have an ongoing need for building access control maintenance, repair, and installation services for TriMet facilities; as well as alarm monitoring, maintenance, repair, and installation services for TriMet facilities and elevators. Historically, there were separate contracts for these services, which were managed independently from each other. Staff made a decision to combine them into one solicitation for efficiency and cost

savings. In addition, the RFP solicited additional services for consulting to address intrusion detection and ways to improve the existing building access controls.

TriMet’s facilities are equipped with a Lenel OnGuard 2012 Building Access Control and Photo Identification System. The system incorporates Lenel controllers, Lenel-compatible card readers, and Lenel-compatible video cameras, based upon the Lenel Pro-1 operating system and badging station. For this reason, only Lenel Value Added Resellers and Lenel-certified maintenance, repair, and installation firms could be considered for award of this contract. The fire and security alarms are from a variety of manufacturers and all TriMet-owned.

TriMet’s current contract for building access control maintenance and support services was obtained through a cooperative agreement with Portland State University. However, that contract was deemed insufficient for TriMet’s needs and this solicitation was requested.

6. Procurement Process

TriMet utilized a competitive Request for Proposals (RFP) process to select a contractor to provide the Goods and Services. The RFP was issued on October 5, 2017, with a due date of October 26, 2017. A pre-proposal meeting was held on October 13, 2017, and was attended by five potential proposers. TriMet received two proposals in response to the RFP, from Convergent Technologies (Convergent) and REECE Complete Security Systems (REECE). An Evaluation Committee (EC) consisting of staff from Safety, Security & Environmental and Facilities Management was appointed to review the proposals. The EC evaluated the technical proposals based on the criteria set forth in the RFP, including qualifications, experience, references, proposed staff, and work plan. After evaluating technical proposals, the EC determined that only REECE demonstrated the technical capability to provide the Goods and Services and met all the requirements stated in the RFP.

The table below shows the technical scoring of the two proposers:

| Criteria | Possible Points | REECE Complete Security Systems | Convergent Technologies |
|---|------------------------|--|--------------------------------|
| Qualifications, Experience, References and Proposed Staff | 40 | 37 | 27 |
| Work Plan | 40 | 36 | 21 |
| Technical Score | 80 | 73 | 48 |

Only REECE’s price proposal was opened since they were the only proposer determined by the EC to be in the competitive range. TriMet asked REECE to submit a Best and Final Offer (BAFO) which was received on November 20, 2017, and reduced their price proposal by \$25,000.

The attached Resolution authorizes TriMet to contract with REECE for the Goods and Services in the amount of \$226,458 for a base term of one year with four one-year options at TriMet’s sole discretion. It is anticipated that TriMet will authorize both base and option work as specified in the

RFP, for a total contract not-to-exceed amount of \$1,132,290, which is less than the independent cost estimate of \$1,164,600. This will be a requirements contract, with the actual amount paid to the contractor to be based on the amount of work authorized by TriMet and actually performed by REECE over the term of the contract. Pricing is based on firm fixed rates for the Goods and Services. No price increases are allowed during the base term of the contract and any rate increases during the subsequent years will be subject to TriMet approval, and will be capped at the Consumer Price Index – All Urban Workers, for the Portland-Salem area.

7. Diversity

REECE is a State of Oregon certified emerging small business (ESB) and will self-perform all of the work. REECE's current workforce is comprised of 13% female and 10% minority employees.

8. Financial/Budget Impact

All costs for this contract will be paid for with local funds and are included in Safety, Security & Environmental's and Facility Management's budgets.

9. Impact if Not Approved

TriMet could re-procure the contract, however, this option is not recommended because REECE is well qualified to provide the Goods and Services and the current contracts are insufficient to continue supporting TriMet's needs. REECE's pricing is also believed to be fair and reasonable and it is unlikely that another solicitation would result in more competition or better pricing.

RESOLUTION 17-12-88

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH REECE COMPLETE SECURITY SYSTEMS FOR BUILDING ACCESS CONTROL MAINTENANCE, REPAIR, INSTALLATION, AND CONSULTATION; INTRUSION DETECTION CONSULTATION; AND ALARM SYSTEM MONITORING, MAINTENANCE, REPAIR, AND INSTALLATION

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with REECE Complete Security Systems (REECE) for building access control maintenance, repair, installation, and consultation; intrusion detection consultation; and alarm system monitoring, maintenance, repair, and installation (Goods and Services); and

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

WHEREAS, the TriMet Board of Directors (Board), by Resolution dated October 25, 2017, 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 be in conformance with applicable laws.
2. That the General Manager or his designee is authorized to execute the Contract in an amount not to exceed \$1,132,290.

Dated: December 13, 2017

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department