

Date: August 14, 2019

To: Board of Directors

From: Doug Kelsey

Subject: **RESOLUTION NO. 19-08-61 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING CONTRACTS WITH EC ELECTRIC AND TEAM ELECTRIC FOR ON-CALL GENERAL ELECTRICAL EQUIPMENT SERVICES**

1. Purpose of Item

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager or his designee to execute contracts with EC Company, dba EC Electric (EC Electric) and Team Electric for on-call electrical equipment services (Services).

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other _____

3. Reason for Board Action

Board authorization is required for all goods or 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 operates an extensive closed circuit television (CCTV) and communications network, providing cameras at light rail stations and other facilities, desktop connectivity in the form of personal computers and telephones for its employees, and support of several operational systems.

Upgrades to the CCTV system will continue to take place over the next five years. Modifications to the communications system are frequently required as facilities are modified and personnel are shifted. Modifications, repairs and upgrades to both the CCTV and communications systems frequently require the services of low-voltage and power electricians. TriMet does not have staff with the technical expertise required to perform these tasks on an on-call basis.

The contracts for these Services will replace two existing on-call electrical service contracts which are expiring.

6. **Procurement Process**

A competitive Invitation to Bid (ITB) with qualifications process was used to select the qualified contractors. The ITB was issued on July 3, 2019 and bids were due on July 25, 2019. Because these services require a certain level of expertise, minimum qualifications were stated in the ITB to ensure the selection of contractors who are able to perform both CCTV and Information Technology electrical services over the next five years. The selected contractors would perform the required services on an “on-call,” as-needed basis.

A total of 169 vendors were notified of the ITB and 22 vendors viewed the solicitation. Bids were to reflect each bidder’s hourly rates, plus markup, and sums for equipment, materials/supplies and subcontracting for specified on-call needs, over a one-year period. Bids were obtained from two qualified bidders, as shown below:

EC Electric	\$107,345 per year
Team Electric	\$107,326 per year

TriMet proposes to award contracts to EC Electric and Team Electric, both of whom met the minimum qualifications stated in the ITB. Two contracts are recommended because some work performed under these contracts may be of an urgent nature, especially repair work, and staff wants to ensure that a contractor will be available to perform the work on an expedited basis, if needed.

TriMet staff anticipates the total expenditures for both of these contracts will be approximately \$3,000,000 over five years. This includes amounts for urgent and/or unanticipated electrical repair work. The work will be authorized as needed by the issuance of task orders, and each contractor will only be paid for work actually performed. Task orders will be assigned between the contractors as equitably as possible based on workload and performance capabilities. Larger task orders may be competed between the two contractors based on price. This Resolution would authorize the issuance of contracts of up to \$1,500,000 to each contractor.

7. **Diversity**

The EC Electric workforce is 12.7% minority and 13.1% female. The Team Electric workforce is 3.6% minority and 1.8% female. Because of the on-call nature of the work, TriMet does not anticipate many subcontracting opportunities. If such opportunities arise, TriMet will encourage subcontractor utilization of qualified minority and female employees as the task orders are negotiated.

8. **Financial/Budget Impact**

The Services are fully funded under a Department of Homeland Security grant and are included in the Information Technology Division’s approved budget for FY2020. TriMet will manage the issuance of task orders to ensure that work for each of the five years stays within the approved budget for each fiscal year.

9. **Impact if Not Approved**

TriMet could re-procure the contracts. However, this option is not recommended because both firms are well qualified to perform the work, and it is unlikely that TriMet would receive additional bids from qualified bidders. Furthermore, TriMet will retain the option to compete task orders between the two contractors.



RESOLUTION NO. 19-08-61

**RESOLUTION NO. 19-08-61 OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING
CONTRACTS WITH EC ELECTRIC AND TEAM ELECTRIC FOR ON-CALL
GENERAL ELECTRICAL EQUIPMENT SERVICES**

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with EC Company, dba EC Electric, and a contract with Team Electric for on-call electrical equipment services (Services); and

WHEREAS, the total amount of each Contract exceeds \$1,000,000; and

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

NOW, THEREFORE, BE IT RESOLVED:

1. That each Contract shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute the Contracts in amounts of not more than \$1,500,000 each, over the five-year life of the Contracts.

Dated: August 14, 2019

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department

