



## Board Report

File #: 2021-0810, File Type: Contract

Agenda Number: 16.

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### OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE FEBRUARY 17, 2022

**SUBJECT: SHOP TOWELS**

**ACTION: AWARD CONTRACT**

#### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a two-year, Indefinite Delivery/Indefinite Quantity (IDIQ) Contract No. CY81398000 to JWL Supplies, the lowest responsive and responsible bidder for Shop Towels (Wypalls). The Contract is for a one-year base in the amount of \$735,873, inclusive of sales tax, and a one-year option in the amount of \$785,181, inclusive of sales tax, for a total contract amount of \$1,521,054, subject to resolution of protest(s), if any.

#### **ISSUE**

Shop towels are used on a day-to-day basis to clean and maintain facilities, equipment, and rolling stock by the rail and bus maintenance and operations departments. Metro staff throughout the agency require the shop towels to maintain safe work environments and the cleanliness of the rail and bus fleet to ensure the highest quality of customer experience when riding Metro. Award of this contract will ensure an adequate inventory of shop towels for bus and rail operations.

#### **BACKGROUND**

The Material Management usage reports revealed that on an annual basis approximately 12,000 cases of shop towels were issued throughout the rail and bus operating divisions and at other facilities and work sites to maintain the cleanliness of facilities, equipment, rolling stock, and to ensure safety for our employees. The shop towels purchased under this procurement will be maintained in inventory and managed by Materiel Management.

#### **DISCUSSION**

Shop towels have multiple uses which include efforts to meet customer facing and internal cleanliness goals and objectives. The shop towels are used primarily by maintenance personnel at bus and rail divisions. Mechanics, service attendants, and custodians support the use of these shop towels because the product's absorbent qualities and cloth like characteristics are needed to clean surfaces, and to pick up oil and grease. The towels are also used at the operating divisions to clean

the windshields and side windows of buses and rail cars.

The shop towels are used by janitorial staff for the daily cleaning of facilities throughout the Metro system, and for general purpose cleaning functions based on their consumption requirements. The Metro staff whose job functions require the use of shop towels are provided training on the proper use of these materials. Management tracks the consumption of the shop towels using the Maintenance and Materials Management (M3) system to ensure that employees are avoiding waste and using these products responsibly.

The Contract to be awarded is a “requirements type” agreement in which Metro commits to order up to the specified quantity for a specific duration of time, but there is no obligation or commitment for Metro to order all of the shop towels that may be anticipated. The bid quantities are estimates only, with deliveries to be ordered and released as required.

These paper products will be purchased, maintained in inventory and managed by Materiel Management. As the shop towels are issued, the appropriate budget project numbers and accounts will be charged.

### **DETERMINATION OF SAFETY IMPACT**

Award of this contract will ensure that all operating divisions have adequate inventory to maintain the bus and rail fleets, facilities, equipment, and supplies for other general-purpose cleaning and maintenance activities according to Metro Maintenance and facility standards, and OSHA standards.

### **FINANCIAL IMPACT**

The twelve (12) month funding of \$735,873 for shop towels is included in the FY22 budget in various cost centers for Administration and Bus and Rail Operations. The paper products will be funded from each cost center's Material and Supplies budget line item number 50431 under multiple operating projects.

Since this is potentially a multi-year Contract, the Cost Center Managers and respective departments will be accountable for budgeting the cost in future fiscal years.

#### **Impact to Budget**

The source of funds for this procurement will come from Federal, State and local funding sources, including fares, that are eligible for Bus and Rail Operating or Capital Projects. These funding sources will maximize the use of funds for these activities given approved funding provisions and guidelines.

### **EQUITY PLATFORM**

This action will ensure Metro has the tools required to accomplish the objectives of Metro's

cleanliness program, which is to ensure our buses, rail cars and rail stations are clean, reliable and safe throughout the Metro system. This action will serve regions in Los Angeles County, including those located in Equity Focus Communities (EFCs).

Bus and Rail riders will benefit from Metro utilizing the shop towels to clean and sanitize what may be their only mode of transportation. Metro's proactive cleaning and sanitizing program will assist underserved communities by minimizing the possibility of contracting a disease or illness such as COVID-19.

The Diversity and Economic Opportunity Department (DEOD) documented a sixty percent (60%) SBE commitment by JWL Supplies and verified that they are meeting the Small Business Prime Set-Aside requirements established for this procurement.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The procurement of shop towels supports Strategic Goal 1: Provide high-quality mobility options that enable people to spend less time traveling. The shop towels will assist in maintaining the safety, cleanliness, and reliability of the rail and bus fleet and ensure the highest quality of service to our customers who expect clean vehicles that arrive at their destinations in accordance with the scheduled service intervals for Metro rail and bus operations.

### **ALTERNATIVES CONSIDERED**

The alternative is not to award the contract and to procure shop towels on an as-needed basis. This approach is not recommended since it does not provide a commitment from the supplier to ensure availability and price stability.

### **NEXT STEPS**

Upon approval by the Board, staff will execute Contract No. CY81398000 for the procurement of shop towels with JWL Supplies at the one-year base amount of \$735,873 inclusive of sales tax, and the one-year option amount of \$785,181, inclusive of sales tax, for a total contract amount of \$1,521,054.

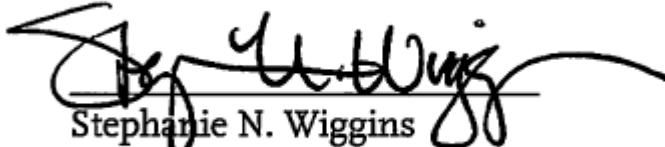
### **ATTACHMENTS**

Attachment A - Procurement Summary  
Attachment B - DEOD Summary

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Stephanie N. Wiggins  
Chief Executive Officer

## PROCUREMENT SUMMARY

## SHOP TOWELS (WYPALLS) / CY81398000

1.	<b>Contract Number:</b> CY81398000	
2.	<b>Recommended Vendor:</b> JWL Supplies, 4569 Don Diego Drive., Los Angeles, CA 90008	
3.	<b>Type of Procurement (check one):</b> <input checked="" type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	<b>Procurement Dates:</b>	
	A. Issued: 10/20/21	
	B. Advertised/Publicized: 10/20/21	
	C. Pre-proposal/Pre-Bid Conference: N/A	
	D. Proposals/Bids Due: 11/30/21	
	E. Pre-Qualification Completed: 12/30/21	
	F. Conflict of Interest Form Submitted to Ethics: 12/14/21	
	G. Protest Period End Date: 2/22/22	
5.	<b>Solicitations Picked up/Downloaded:</b> 23	<b>Bids/Proposals Received:</b> 3
6.	<b>Contract Administrator:</b> Tanya Allen	<b>Telephone Number:</b> (213) 922-1018
7.	<b>Project Manager:</b> Harold Torres	<b>Telephone Number:</b> (213) 922-5714

**A. Procurement Background**

This Board Action is to approve Contract No. CY81398000 for the procurement of Shop Towels (Wypalls). Board approval of contract award is subject to resolution of any properly submitted protest.

An Invitation for Bid (IFB) Number CY81398 was issued in accordance with Metro's Acquisition Policy and the contract type is Indefinite Delivery, Indefinite Quantity (IDIQ).

No amendments were issued during the solicitation phase of this IFB.

A total of three (3) bids were received on November 30, 2021.

## **B. Evaluation of Bids**

This procurement was conducted in accordance and complies with Metro's Acquisition Policy for a competitive sealed bid. The three bids received are listed below in alphabetical order:

1. Bash Boy Enterprises Inc. (Bid #1 - Specified Product)
2. Bash Boy Enterprises, Inc. (Bid #2 - Proposed Equal Product)
3. JWL Supplies

Bid #2 from Bash Boy Enterprises, Inc. was deemed non-responsive because they did not follow the approved equal requirements. The recommended firm, JWL Supplies, the lowest responsive and responsible bidder, was found to be in full compliance in meeting the bid and technical requirements of the IFB.

## **C. Price Analysis**

The recommended bid price from JWL Supplies has been determined to be fair and reasonable based upon adequate price competition and selection of the lowest responsive and responsible bidder.

<b>Low Bidder Name</b>	<b>Bid Amount</b>	<b>Metro ICE</b>
JWL Supplies	\$1,521,053.55	\$1,384,516
Bash Boy Enterprise Inc. (Bid #1)	\$1,543,647.78	

## **D. Background on Recommended Contractor**

The recommended firm, JWL Supplies is located in Los Angeles, CA and has been in business for nine (9) years. JWL Supplies has provided similar products for Metro and other agencies including University of California, Los Angeles (UCLA), Dallas Area Rapid Transit (DART), Pomona Unified School District (PUSD), Compton Unified School District (CUSD), California Department of General Services (DGS), US Department of Veteran Affairs Hospital in Long Beach, CA and CBS Studios. JWL Supplies has provided satisfactory service and product to Metro on previous purchases.

## DEOD SUMMARY

## SHOP TOWELS (WYPALLS)/CY81398000

**A. Small Business Participation**

Effective June 2, 2014, per Metro's Board-approved policy, competitive acquisitions with three or more Small Business Enterprise (SBE) certified firms within the specified North American Industry Classification System (NAICS) as identified for the project scope shall constitute a Small Business Set-Aside procurement. Accordingly, the Contract Administrator advanced the solicitation, including posting the solicitation on Metro's website, advertising, and notifying certified small businesses as identified by NAICS code(s) that this solicitation was open to **SBE Certified Small Businesses Only**.

JWL Supplies, an SBE Prime Supplier, made a 60% SBE commitment. While the SBE Prime Supplier is performing 100% of the work with their own workforce, only 60% of the cost of materials and supplies can be credited towards its commitment.

**SMALL BUSINESS SET-ASIDE**

	<b>SBE Prime Contractor</b>	<b>% Committed</b>
1.	JWL Supplies (SBE Prime)	60%
	<b>Total SBE Commitment</b>	60%

**B. Living Wage / Service Contract Worker Retention Policy Applicability**

The Living Wage and Service Contract Worker Retention Policy is not applicable to this contract.

**C. Prevailing Wage Applicability**

Prevailing wage is not applicable to this contract.

**D. Project Labor Agreement/Construction Careers Policy**

Project Labor Agreement/Construction Careers Policy is not applicable to this Contract. Project Labor Agreement/Construction Careers Policy is applicable only to construction contracts that have a construction contract value in excess of \$2.5 million.