



STAFF REPORT

DATE: August 24, 2020
TO: Sacramento Regional Transit Board of Directors
FROM: Laura Ham, VP, Planning and Engineering
SUBJ: DELEGATE AUTHORITY TO THE GENERAL MANAGER/CEO TO AWARD AND EXECUTE A CONTRACT FOR COMPRESSED NATURAL GAS EQUIPMENT MAINTENANCE, REPAIR, AND PARTS SERVICES

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

This action will provide for necessary technical support and on-call repairs if SacRT Facilities and Maintenance staff are not be able to timely make repairs to keep the Compressed Natural Gas (CNG) fueling facilities operational in order to maintain necessary fueling operations for SacRT's CNG bus fleet.

FISCAL IMPACT

The proposed contract term is five years. The amount for this service is \$99,995 annually. The cost for the first year is included in the FY 2021 budget. The Contract will be funded with Operating funds (Federal Preventive Maintenance) for an amount not to exceed \$500,000 to correspond with the current annual budgeted amount over a five-year term.

DISCUSSION

A substantial portion of SacRT buses rely on CNG to operate. CNG fueling at Bus Maintenance Facility 1 (BMF1) and Bus Maintenance Facility 2 (BMF2) is critical to SacRT Bus Operations and to supporting local agencies and companies that fuel at BMF2. If CNG fueling facilities are non-operational, SacRT Bus Operations would come to a halt. There is a business justification for Facilities Maintenance to have back up CNG expertise to in-house mechanics. The proposed Contract would provide for on-call CNG experts to be at the affected facility within 2 hours for emergency on-call repairs to make the CNG fueling operational to meet SacRT's business and customer needs.

Staff released a Request for Proposals (RFP) for these services on July 15, 2020. The current contract for CNG repair and maintenance expires on September 14, 2020. Sealed proposals were submitted on August 14. Due to the time period required to evaluate the proposals and negotiate a final contract resulting from the RFP, Staff will not be able to finalize the procurement process before the August 24, 2020 Board meeting date. To avoid a lapse in services, Staff recommends the Board delegate

authority to the General Manager/CEO to award and execute a contract to provide on-call repairs and parts for BMF1 and BMF2 to the responsive and responsible proposer submitting the best and most qualified proposal, based on the criteria specified in the RFP for an amount not to exceed \$500,000.

The base scope of services solicited in the RFP is for on-call repair and parts. The RFP also required Proposers to offer options for pro-active Preventative Maintenance (PM), which could reduce the need for on-call repairs. Staff will return to the Board, if necessary, to amend the Contract in the future to add any selected PM option.

RESOLUTION NO. 20-08-0080

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 24, 2020

DELEGATE AUTHORITY TO THE GENERAL MANAGER/CEO TO AWARD AND EXECUTE A CONTRACT FOR COMPRESSED NATURAL GAS EQUIPMENT MAINTENANCE, REPAIR, AND PARTS SERVICES

WHEREAS, SacRT requires the services of a Contractor with expertise in compressed natural gas fueling facilities to provide on-call repair and part services for SacRT CNG fueling facilities, which are critical to SacRT's continued operations.

WHEREAS, in accordance with the applicable provisions of the Procurement Ordinance, SacRT Staff released a Request for Proposals (RFP) for these services; and

WHEREAS, due to the pending expiration of the existing Contract for these services, it is necessary to quickly put into a place a new contract.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the General Manager/CEO is hereby authorized to negotiate, award and execute a Contract for Compressed Natural Gas On-Call Maintenance and Repair Services in an amount not to exceed \$500,000, after expiration of the applicable protest period, with the highest-ranked responsive and responsible proposer based on the criteria set out in the RFP.

STEVE HANSEN, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary