

COUNCIL ACTION FORM

SUBJECT: CYRIDE SINGLE SOURCE PROCUREMENT OF BUS SHELTERS

BACKGROUND:

CyRide has forty-one bus shelters comprised of two styles – an older style constructed in the 1980s, and a newer style CyRide began using in 2012 (pictures to the right). This new style is a custom-designed shelter that was developed through a collaborative effort between CyRide and ISU.

CyRide's 2017/18 and 2018/19 shelter program cites locations for five new shelters listed below that would be funded with an 80% local match from a federal program.

- Large, new shelter at S. 4th & Hazel (Stop #1008)
- Large, new shelter to replace an older shelter at Walnut Ave & S. 5th (Stop #1003)
- Large, new shelter at University Blvd./Airport Rd. (Stop #1404)
- Large, new shelter to replace an older, smaller shelter at Storm and Welch (Stop #1297)
- Large, new shelter to replace an older shelter at Lincoln Way/Beedle (Stop #1202)



These shelters are custom made by Columbia Equipment Company, so a single source bid is needed for their purchase. Purchasing Division staff has reviewed the single source bid request and have approved this type of purchase for the shelters. Likewise, the Federal Transit Administration allows sole source procurements for products that can only be purchased from one source.

The 1980s shelters that are replaced and in good condition will not be discarded. They will be relocated to new bus stops that do not currently have shelters so that CyRide's bus shelter program can be expanded. Better bus stop amenities were one of the highest customer requests in the System Redesign survey recently completed.

The estimated cost of these new shelters is \$21,457 per shelter. In addition, an additional shelter wall will be ordered to replace one damaged by a car accident on Lincoln Way near HyVee at a cost of \$4,728. The total cost for five shelters and the replacement wall is \$112,013.

The 2016-2021 Capital Improvements Plan includes funding in each year of the five-year plan for shelter projects. Therefore, funding is included in the CIP and the adopted budget for this procurement. Additionally, CyRide has over a \$600,000 balance in the federal program to fund the federal share of this shelter project.

The Transit Board of Trustees approved this single source procurement for shelters at its March 28, 2017 meeting.

ALTERNATIVES:

1. Approve a single source procurement to Columbia Equipment Company, Inc. of Freeport, NY in the amount of \$112,013 for the purchase of five bus shelters and a replacement wall.
2. Do not approve the single source bid and direct staff to purchase stock bus shelters.

MANAGER'S RECOMMENDED ACTION:

Purchase of these shelters and parts will improve riders' comfort in using CyRide services and will maintain a consistent transit system image throughout the community.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving a single source procurement to Columbia Equipment Company for five shelters and replacement parts.