

**COUNCIL ACTION FORM**

**SUBJECT: PURCHASE OF UP TO 30 BUS SHELTERS**

**BACKGROUND:**

As part of an overall strategy to provide excellent transit service to the community, CyRide has been working on a plan to systematically improve bus stop locations. In 2008, an inventory and prioritization of bus stop improvements was conducted. Since then, CyRide has budgeted local money and secured grants to start these improvements. In total, CyRide currently has accumulated \$199,061 in Federal funds over the course of several years for this transit enhancement. Additional funding for these improvements is secured from an Iowa Department of Transportation formula grant at \$50,000 per year. Over the next five-year period, \$449,061 will be available for bus stop improvements (\$199,061 current + \$250,000 future).

On October 1, 2010, a Request for Proposals (RFP) was issued for the procurement of bus stop shelters. The RFP was sent to seven shelter manufacturers with two submitting responses by the November 4, 2010 deadline. Proposals were not evaluated until the week of February 14, 2011, due to unexpected delays. CyRide staff is recommending award to Columbia Equipment Company of Jamaica, NY, based on a technical evaluation of the shelters as detailed below.

The RFP requested specific information regarding the materials that the shelters would be constructed of, delivery time, warranty, etc. as well as price. The following factors were considered in this procurement and were given a rating of 0-3.

- Design
- Construction Material
- Structural Framing
- Window Framing
- Glazing
- Roof
- Installation Hardware
- Bench
- Display Panel
- Special Tools Needed
- Warranty
- Interchangeability of Parts
- Materials Responsibility
- Instructions
- Documentation
- Spare Parts
- Assumption of Risk of Loss
- Omissions
- Base/Wind Skirt
- Lighting
- Trash Receptacle

The above criteria, combined, provided 35% of the evaluation. The remaining evaluation criteria were as follows:

- References – 25%

- Delivery Time – 10%
- Price – 30%

Since these shelters will be placed throughout the community in all types of weather for a long period of time, it was important to make sure that the structures purchased have the ability to withstand the harsh Iowa weather. Therefore, price was not the sole determining factor in this procurement.

Three CyRide employees who work with the placement of shelters in the community evaluated the proposals. The following summarizes their evaluation of each respondent.

- The overall ratings are as follows:
  - Columbia Shelters
    - Evaluator #1 – 2.296
    - Evaluator #2 – 2.052
    - Evaluator #3 – 2.333
  - Brasco Shelters
    - Evaluator #1 – 2.279
    - Evaluator #2 – 1.989
    - Evaluator #3 – 2.295
- Combined Scores
  - Columbia Shelters – 6.681
  - Brasco Shelters – 6.563
- Number of #1 Rankings
  - Columbia Shelters – 3
  - Brasco Shelters – 0

**The shelters manufactured by Columbia Equipment are more expensive, but are of a higher quality. The quality determination was made based on recommendations from peer transit agencies and a review of the materials used to manufacture the shelter components, as provided by the manufacturers in the RFP.**

The RFP scope of work calls for the purchase of up to 30 complete shelters and accessories over a five year term. The maximum purchase amount for the five year period will be \$300,000. No minimum purchase quantity or amount has been guaranteed. CyRide anticipates purchasing up to five shelters and accessories per year at an approximate cost of \$10,000 per shelter. By entering into a five year agreement for shelters, CyRide will be able to standardize and brand CyRide's image within the community on this visible transit symbol. Concrete work for shelter improvements is covered under a separate contract.

A majority (80%) of the cost for shelter purchases will be funded through grants administered by the Iowa Department of Transportation's Office of Public Transit.

CyRide has the remaining 20% budgeted in the approved CyRide Capital Improvements Plan.

The Transit Board of Trustees approved the purchase of shelters under this RFP at its March 29, 2011 meeting. If approved by the City Council, the Iowa Department of Transportation will also need to concur in the award of this contract before it is finally awarded. Once all approvals are received, it is expected that the purchase of the shelters will begin in the 2011/12 fiscal year.

**ALTERNATIVES:**

1. Approve contract award to Columbia Equipment Company of Jamaica, NY for the purchase of up to 30 bus shelters over a five year contract term for a total not-to-exceed contract amount of \$300,000, contingent upon approval by the Iowa Department of Transportation.
2. Reject Alternative #1 and direct staff to modify the project to reflect City Council Priorities.

**MANAGER'S RECOMMENDED ACTION:**

Alternative No. 1 will allow CyRide to improve transit service in the Ames community by providing more bus stop shelters. This is an important enhancement to service for many of CyRide's users.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving a five year contract with Columbia Equipment Company for the purchase of bus stop shelters, a total contract amount not to exceed \$300,000.