



Date: May 20, 2020
 Current Meeting: May 20, 2020
 Board Meeting: May 27, 2020

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Deputy Chief Operating Officer Cheryl Purefoy
SUBJECT: Consideration and Approval of Bus Detailing Contract RFP 21-05-403

ACTION ITEM A - 4

RECOMMENDATION:

In a manner consistent with IPTC contract award standards, we ask the Board to authorize the President/CEO to enter a contract with DetailXperts, LLC. The term of the contract will be for three (3) years with two (2) one year renewal options, for the detailing of the fleet for an amount not to exceed \$1,013,400 for the life of the contract.

BACKGROUND:

IPTC Fleet Services Department is responsible for the detail cleaning of the revenue fleet, currently consisting of 209 buses (31 – 60’ buses and 178 – 40’ buses). Bus detailing is the process of deep cleaning and sanitizing the interior and exterior of each bus which is essential to providing clean and safe public transportation. This service is currently performed by IPTC general labor personnel. IPTC has a fleet quality control and professional appearance benchmark of completing a full detail on each bus once per month. This monthly detail benchmark has not been met consistently. The ability to successfully meet this benchmark and maintain a clean and sanitized fleet has been adversely impacted by several factors including:

1. Decreased staff
2. Increase vehicles
3. Increased sanitization demands

DISCUSSION:

IPTC released a Request For Proposal (RFP) seeking proposals from qualified firms to provide Bus Detailing services for the entire revenue fleet. There were four proposals received and DetailXperts was deemed responsive, the most cost effective and qualified respondent to the RFP. Significant cost savings would be realized with the implementation of this contracted service as indicated below:

	PER BUS COST		MONTHLY COST	ANNUAL COST
	40' Bus	60' Bus	<i>Combined</i>	<i>Combined</i>
IPTC Provider	99.85	199.69	24,962.19	299,546.28
Contractor Provider	75.00	90.00	16,890.00	202,680.00

Additionally, this contract would provide efficiencies to overall service delivery such as reduced time for bus detailing allowing buses to return to revenue service sooner.

ALTERNATIVES:

The Board could choose not to approve the contract, and the bus detailing will continue to be performed internally, requiring increased staffing and overtime to ensure proper fleet cleanliness and sanitation.

FISCAL IMPACT:

The funding source for this procurement is provided from the local operating budget.

DBE/XBE DECLARATION:

DetailXperts, LLC has committed to partnering with CD Indianapolis Northwest, LLC (MBE/WBE) at 15% of the total contract.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Service Committee on May 20, 2021.