

Date: June 28, 2023

To: Board of Directors

From: Sam Desue, Jr.

Subject: RESOLUTION NO. 23-06-31 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH CHOWN, INC. (CHOWN) FOR LOCKSMITH SERVICES, INCLUDING MASTER KEY SCHEMA DEVELOPMENT AND IMPLEMENTATION

1. Purpose of Item

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager or his designee to execute a contract with Chown, Inc. (Chown) for locksmith services, including master key schema development and implementation (Contract).

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other _____

3. Type of Contract Procurement

- Low Bid / Invitation to Bid (ITB)
- Request for Proposals (RFP) (inc. CM/GC)
- Request for Qualifications (RFQ) (Personal Services)
- Other (inc. sole source) _____

4. Reason for Board Action

Board authorization is required for all contracts obligating TriMet to pay in excess of \$1,000,000.

5. Type of Action

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

6. Background

This Resolution would authorize a Contract with Chown for the installation, maintenance, and repair of TriMet’s Schlage key systems, which are located throughout all TriMet facilities; and the Agency Rekey Project (ARP), which includes the requirement for planning, building, and maintaining a new Master-Key System (MKS). Under the Contract, Chown will create a completely new MKS with a primary focus on key-control; i.e., ensuring that only those who need a key get one, and those that do not need a key are not able to obtain

one. Virtually every lock and key within TriMet will be changed to new, never-before-issued keys, which will be managed and assigned through SimpleK.

During and after completion of the Contract, TriMet’s focus will shift to maintaining clear and accurate records using the SimpleK key management software, as well as addressing any service requests for installation, maintenance, and repair of TriMet’s Schlage key systems.

Approximately sixty-five (65) Traction Power Substations will be the first priority for the new Master Key System (MKS). Each building will be surveyed and have the status of its lock-hardware verified or marked for replacement/upgrade. All keyed-cylinders (cores) will be changed from standard to interchangeable-core where applicable.

Upon completion of the Traction Power Substation buildings, the Agency Rekey Project will shift focus to major TriMet facilities, including Center, Merlo, Powell, Columbia, Ruby Junction, and Elmonica. Chown will pin cores, create keys, and install new cores and lock-hardware at each TriMet location. Once TriMet’s major facilities are completed, Chown will repeat the same process throughout TriMet’s service district.

After implementing the new Master Key System, Chown will maintain clear and accurate records within the SimpleK software and address any service requests for the installation, maintenance, and repair of the Schlage hardware and key systems for the life of the Contract.

7. Description of Procurement Process

TriMet utilized a competitive Request for Proposals (RFP) process to select a contractor to provide the goods and services. The RFP was issued on April 13, 2023, with a proposal due date of May 4, 2023. A total of 275 vendors were notified of the RFP via TriMet’s eProcurement System (TriP\$) website, of which only one firm (Chown) submitted a proposal.

A Source Evaluation Committee (SEC) comprised of staff from TriMet’s Maintenance and Information Technology Divisions reviewed and evaluated the proposal. The evaluation criteria included: (1) qualifications of the proposer; (2) qualifications of the staff; (3) workforce diversity; (4) understanding of the work; and (5) price. After evaluating Chown’s proposal, the SEC concluded that it was within the competitive range, and then opened the price proposal. The SEC then asked Chown to submit a Best and Final Offer (BAFO) to clarify issues and to revise its pricing. TriMet received Chown’s BAFO on May 12, 2023 and Chown’s overall scores after the BAFO submission is summarized below:

	Possible Points	Chown
<i>Evaluation Criteria</i>		
Qualifications of Proposer	10	9.8
Qualifications of Staff	10	8.8
Workforce Diversity	10	6.5
Understanding of the Work	40	28.8
Technical Proposal Totals . . .	70	53.8
Price Proposal Totals . . .	30	30

	Possible Points	Chown
Total Score . . .	100	83.8
Initial Proposal Pricing . . .		\$2,006,226
BAFO Pricing . . .		\$2,001,600
Independent Cost Estimate . . .		\$1,997,500

Although Chown’s proposal was the only one submitted, staff believe that it is the overall best value to TriMet. The SEC determined that Chown has a strong staff and significant company presence in the Portland metropolitan area, thoroughly demonstrated its ability to respond to TriMet’s needs, and represents TriMet’s interests effectively. Further, Chown’s proposal was found to be fair and reasonable based on rates charged from its prior contracts with TriMet for similar services, and in comparison with TriMet’s Independent Cost Estimate (ICE) of \$1,997,500 for the five-year contract term. Accordingly, staff recommends award of the Contract to Chown.

The proposed contract with Chown will be for a five-year term, with TriMet retaining the unilateral option to terminate for convenience for any reason during that period. Price adjustments will be permitted on an annual basis at TriMet’s discretion, which will be capped at the Consumer Price Index for all Urban Wage Earners and Clerical Workers (CPI-W) for the Portland-Salem area Western Region. The total amount ultimately paid will be based on TriMet’s actual requirements and the goods and services needed during the Contract term.

8. Diversity

Chown’s total employee count is 57, and its workforce is 12.3% minority and 28.1% female. Chown will use its own workforce to perform the work under this Contract.

9. Financial/Budget Impact

The costs of locksmith (including master key schema development and implementation) services are included as an element of the Safety & Security division’s operating budget.

10. Impact if Not Approved

Continuing operation of this Contract is necessary to ensure that the locks at all TriMet facilities remain monitored and fully functional. If the Resolution is not approved, TriMet will need to re-procure for these goods and services, but it is highly unlikely that re-soliciting will achieve better quality, price, or broader contractor participation. Further, failure to approve this Resolution could result in significant safety hazards to TriMet staff at TriMet facilities. Approval of this Resolution is strongly recommended.

RESOLUTION NO. 23-06-31

**RESOLUTION NO. 23-06-31 OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A
CONTRACT WITH CHOWN, INC. (CHOWN) FOR LOCKSMITH SERVICES,
INCLUDING MASTER KEY SCHEMA DEVELOPMENT AND
IMPLEMENTATION**

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with Chown Inc. (Chown) for locksmith services, including master key schema development and implementation (Contract); and

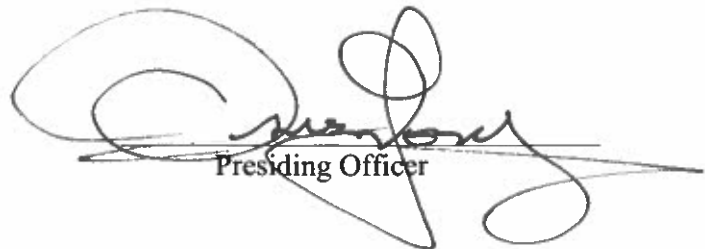
WHEREAS, by Resolution dated May 25, 2022, the TriMet Board of Directors (Board) adopted a Statement of Policies requiring the Board to authorize contracts obligating TriMet to pay in excess of \$1,000,000; and

WHEREAS, the total amount of the Contract exceeds \$1,000,000.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Contract shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute the Contract in an amount of \$2,001,600, with the actual expenditure based on the cost of goods and services provided throughout the five-year Contract term.
3. That the General Manager or his designee is authorized to execute modifications to the Contract to pay for unanticipated additional expenditures in an amount not to exceed 15% of \$2,001,600, for a total authorized additional amount of \$300,240 over the Contract's five-year term.

Dated: June 28, 2023


Presiding Officer

Attest:


Recording Secretary

Approved as to Legal Sufficiency:


Legal Department