



(Board Copy)
Washington Metropolitan Area Transit Authority
METRO ELECTRONIC ACTION DOCUMENT

IDENTIFICATION			
MEAD ID:	94964	ACTION:	Initiate
AWARD VALUE:	(Not yet awarded)	CONTRACT: (Proposed)	
FUND SOURCES: (View)	Operating Funds	CONTRACTOR:	
LAST MODIFIED:	09/14/2005		

DESCRIPTION	
SUBJECT:	Provide cleaning of WMATA Revenue Bus Fleet on a Monthly Basis.
PURPOSE:	To requests Board Approval to initiate and award a contract for on-site cleaning of WMATA Bus Fleet on a monthly basis. This contract will cover a one (1) year base period with four (4) one year options.

ORIGINATION					
INITIATOR			DEPARTMENTAL APPROVAL		
DONALD SAVOY on 05/12/2005			Approved by REQUA , JOHN 06/30/2005		
PHONE:	301-618-1182	OFFICE:	BMNT	DEPT:	Bus Service

COORDINATION (ROUTING)		
OFFICE	NAME	ACTION/DATE
COOB (3210)	REQUA, JOHN	Approved 06/30/2005
BMNT (3231)	WALLACE, PHILLIP	Approved 06/22/2005
COOB (3210)	REQUA, JOHN	Approved 07/19/2005
COUN (1410)	O'KEEFFE, CAROL	Approved w/ Comments 07/29/2005
PRMT (7400)	ZINGALE, JAMES	Approved w/ Comments 07/25/2005
OPAS (3161)	HUGHES, JAMES	Approved 08/04/2005
AGMW (5100)	SCOTT II, WILLIAM	Approved 08/23/2005

FINAL APPROVALS	
OFFICE	NAME/ACTION
OPER_CMTE	Approved for OPAS by JAMES HUGHES on 08/04/2005
BEMR	Approved w/ Comments for SCOS by HAROLD BARTLETT on 08/08/2005
GM	GMGR CEO (Not Yet Approved)
HR_CMTE	Approved for AGMW by WILLIAM SCOTT II on 08/23/2005
BOARD	BOARD WMATA (Not Yet Approved)
GM	Approved for GMGR by GMGR CEO on 09/13/2005



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NARRATIVE

One of the most frequent complaints received from customers concerns the lack of cleanliness on Metrobuses. Currently, bus interiors are given a daily cursory cleaning, a more extensive bi-weekly cleaning, and a thorough monthly cleaning by Metrobus employees. As ridership and incidents of vandalism and graffiti have increased, maintaining bus cleaning with current maintenance schedules, resources, and staffing has presented a challenge.

Increasing the frequency of the cleaning from the current bi-weekly rate to a weekly rate would improve the cleanliness of the entire Metrobus fleet. This project is part of the reliability and customer service initiatives. However, existing staffing levels are not sufficient to support this level of effort, and because of very high turnover rates in the cleaner ranks (over 20% a year for new cleaners) additional budgeted positions are not likely to solve the entire problem.

The Bus Maintenance department explored various options for improving the cleaning program, and found that an option used by Montgomery County's Ride-On bus system which contracted services for the more extensive monthly bus cleaning would be good fit for Metrobus. Ride-On reports that contracted cleaning has improved cleanliness and reduced customer complaints.

Metrobus employees currently performing monthly cleaning task could be re-assigned to supplement the crews doing weekly cleaning, allowing sufficient staff to reduce the cleaning interval from bi-weekly to weekly.

It is estimated that contracting the monthly cleaning (to include both staff and materials) would result in savings of approximately \$500,000 per year compared to performing this work in house. Additionally, by contracting the work, Metro is not adding to the effort needed to deal with the high rate of employee turnover in the cleaner ranks.

The annual contract cost for monthly cleaning is estimated at \$1,278,900 for staff and materials.

ALTERNATIVES:

Continue to clean the revenue bus fleet in-house under the current schedule and do not add the recommended cleaning cycle.

Impact on Funding:

Budget: Operating Budget, Fiscal Year 2006 through Fiscal Year 2011
Office: Bus Maintenance

Account: Service Contract Maintenance

This Action: \$1,278,900

<u>Base Period</u>	<u>OPTION YEARS</u>			
	FY07/FY08	FY08/FY09	FY09/FY10	FY10/FY11
2/06 - 1/07	2/07 - 1/08	2/08 - 1/09	2/09 - 1/10	2/10 - 1/11
\$1,278,900	\$1,406,790*	\$1,547,469*	\$1,702,215*	\$1,872,436*

Remarks:

The estimated cost for the base period is \$1,278,900. The estimated total cost including the base period is \$7,807,810 if all the option years are exercised. Award of the four one-year options is subject to Board approval of budgets for those years and the availability of funds. * Please note that the FY07 through FY11 option year cost is escalated to include inflation of materials and labor.

PRIOR APPROVALS: Budget Committee Approval on June 9, 2005

AFFIRMATIVE ACTIONS REQUIREMENTS:

The contractor will be required to comply with Executive Order 11246, Rev. No 4.

DBE REQUIREMENTS:

Pursuant to WMATA Board Resolution 2005-30, DBE goals are not set on operationally funded contracts.

RECOMMENDATIONS:

Recommend Board Approval of a contract to provide monthly bus cleaning services. Approval and award of this action will improve the appearance and cleanliness of the revenue bus fleet as well as reducing the overall cost. Award of the four one-year options is subject to

board approval of budgets for those years and the availability of funds.