



Agenda Item No. 1

To: Building and Operating Committee/Committee of the Whole Meeting of November 19, 2009

From: Gregory R. Hansard, Marine Superintendent, Ferry Division  
James P. Swindler, Deputy General Manager, Ferry Division  
Celia G. Kupersmith, General Manager

Subject: **APPROVE ACTIONS RELATIVE TO EXECUTION OF A SERVICES AGREEMENT WITH COAST MARINE & INDUSTRIAL SUPPLY, INC., REGARDING REQUEST FOR PROPOSALS NO. 2010-FT-8, INSPECTION AND SERVICE OF THE INFLATABLE BUOYANCY APPARATUS AND MARINE EVACUATION SYSTEM**

**Recommendation**

The Building and Operating Committee recommends that the Board of Directors approve the following actions relative to Request for Proposals (RFP) No. 2010-FT-8, *Inspection and Service of the Inflatable Buoyancy Apparatus and Marine Evacuation System*:

1. Authorize execution of a Services Agreement with Coast Marine and Industrial Supply Inc., San Francisco, CA, in the amount of \$226,025, for a three-year base term, plus two additional one-year options; and,
2. Establish a contingency reserve fund in the amount of \$22,000,

with the understanding that requisite funds are available in the FY 09/10 Ferry Transit Division Operating Budget, and with the further understanding that funds will be budgeted in the subsequent years accordingly.

**Summary**

On August 25, 2009, the District issued RFP No. 2010-FT-8, *Inspection and Service of the Inflatable Buoyancy Apparatus and Marine Evacuation System*. By the proposal due date of September 29, 2009, the District received proposals from the following two qualified inflatable buoyant apparatus servicing firms in response to the RFP.

1. Coast Marine & Industrial Supply, Inc., San Francisco, CA
2. Sal's Inflatable Services, Inc., Alameda, CA

An Evaluation Committee, comprised of District staff, evaluated each proposal based upon the following criteria (and related percentages awarded) set forth in the RFP Documents:

1. Maritime Experience and Qualifications, including Key Personnel (30%)
2. Technical Approach to the Scope of Services (30%)
3. Cost Proposal (30%)
4. References (10%)

Based upon the evaluation of initial written proposals, oral interviews with both firms, and revised cost proposals, the Evaluation Committee unanimously selected Coast Marine & Industrial Supply as the highest ranked proposer. The District's attorney has confirmed that Coast Marine and Industrial Supply Inc. is responsive to the RFP's requirement.

Not only was Coast Marine & Industrial Supply Inc.'s price considerably lower than the other proposer, but it scored higher in all other areas as well. It has 40 years of experience in providing inflatable buoyancy apparatus service, repairs, and training, with many accounts in the San Francisco Bay Area. Also noted was the availability of additional staff resources being brought in from other locations to assist with any needs the District may have.

Since there were no subcontracting opportunities for this project, there were no Disadvantaged Business Enterprise (DBE) forms required for submittal. The DBE Program Office has determined that Coast Marine and Industrial Supply Inc. is not certified as a DBE. Therefore, no DBE participation is anticipated during the performance of this project.

### **Fiscal Impact**

It is expected that the cost for this service for FY 09/10 will be approximately \$45,000. The total contract cost over five years is \$226,025. The original estimate for this service was \$40,000 per year. The difference of approximately \$5,000 for FY 09/10 will be absorbed in the Ferry Division's Operating Budget. The costs for these services will be budgeted accordingly in future years.