

City Council – Action Request Form

Date: May 11, 2020

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Donna Woodson, Winston-Salem Transit Director
Toneq McCullough, Transportation Director
Jerry Bates, Purchasing Director

Council Action Requested:

Resolution Awarding Purchase Order for Bus Stop Shelters and Amenities

Strategic Focus Area: Quality Transportation

Strategic Objective: Enhance Public Transit

Strategic Plan Action Item: No

Key Work Item: Yes



Summary of Information:

As a part of the ongoing effort to improve transit service, with the assistance of the Winston-Salem Department of Transportation, Winston-Salem Transit Authority (WSTA) is undertaking improvements to city bus stop locations through the purchase and installation of new bus shelters and site amenities. This procurement is funded through a combination of Federal Transit Administration grants and local matching funds.

This purchase is for 100 bus stop shelters, 100 benches, and 100 trash cans. The products will be fabricated and shipped on pallets for future assembly under a separate competitive bid contract. The vendor is to deliver the products in two shipments and the city will store the materials until they are ready to be assembled.

The City advertised the Request for Proposals for the purchase of bus stop shelters and amenities and proposals were received March 18, 2020 from the following firms:

<u>Company</u>	<u>City/State</u>
Jericho Palm, Inc.	Thomasville, NC
Site Concepts, LLC	Purlear, NC
Future Systems, Inc.	Chicago, IL
Brasco International, Inc.	Madison Heights, MI

Committee Action:

Committee	Finance 5/11/2020	Action	Approval
	Public Works 5/12/2020		
For	Unanimous	Against	
Remarks:			

A committee of five staff members from Traffic Field Operations, WSTA, and the Office of Business Advancement and Inclusion reviewed the proposals received. Respondents were evaluated for selection based on the proposer most qualified to meet the specification requirements. Site Concepts, LLC does not manufacture bus shelters and submitted amenities prices only; therefore, their proposal is considered non-responsive and cannot be considered for award.

Based upon the committee's assessment, it is recommended that a purchase order for bus stop shelters and amenities per bid specifications be awarded to Jericho Palm, Inc. in the amount of \$433,333.90.

Exhibit A provides the combined scores from the evaluation panel for the proposals.

M/WBE comment: The Request for Proposals was sent to 13 companies known to provide these products and was also advertised on the City and State purchasing websites. See Exhibit B for a complete list of businesses notified and workforce demographics.