



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 1/18/2022

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO ONE TO CONTRACT K-2021-128: AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA) D/B/A EMBARK, INCREASING THE CONTRACT AMOUNT BY \$107,687.58 FOR A REVISED AMOUNT NOT-TO-EXCEED \$3,459,655.58 TO ADD THE PROVISION OF WASHING AND FUELING SERVICES TO THE SERVICE AGREEMENT FOR THE CITY OF NORMAN PUBLIC TRANSPORTATION FLEET.

BACKGROUND:

The City of Norman took over the operations of the City public transportation system on June 1, 2019, from the University of Oklahoma. While the City partnered with EMBARK to provide the operations, the City provides oversight, grant administration, and vehicle maintenance. The City quickly learned that vehicle maintenance included certain night services – fueling, exterior cleaning, and interior cleaning – and subsequently hired staff and a janitorial contractor to meet these needs. Since the City began providing these services, it has been difficult to hire and retain staff for the fueling and oversight of the janitorial contractor. In some instances, the City has had to utilize certified mechanics to cover some of these night shifts, which leaves the City short on mechanics during the day. This Amendment No. 1 to the Service Agreement with EMBARK would provide staff for vehicle fueling, interior cleaning, and exterior cleaning. EMBARK provides these services for its operations in Oklahoma City, thus they have the resources to locate staff for these services which would no longer require the City to hire these staff members and manage a janitorial contract for interior vehicle cleaning. The current contract with the City's janitorial services contractor is for \$5,100 a month for six days a week of interior vehicle cleaning services and does not provide for vehicle washing or fueling services.

DISCUSSION:

EMBARK provided a 6-month cost estimate of \$97,015.51 (and an 11% administrative fee of \$10,672.07) for these services from January through June 2022, or when the current Interlocal Agreement for Service Agreement for Provision of Transportation Services with EMBARK expires. EMBARK will assign (2) two full-time service crew technician and one (1) full-time lead service crew technician working on-site at the Norman maintenance facility at "North Base". The

service crew technicians and full-time lead will work six (6) days a week from 6:30 p.m. to 3:00 a.m. These individuals will have the primary responsibility for daily vehicle interior cleaning, exterior cleaning, fueling, and reporting any noticed defects to Norman maintenance staff.

EMBARC will begin providing services as soon as adequate staff is located and will pro-rate the charges based on when services will begin being provided. This additional amount to EMBARK (\$97,051.51 and the 11% administration charges for a total of \$107,687.58) will be paid for out of the Miscellaneous Services/Transit Services Operations (27550277-44766) account in the Public Transit and Parking Fund. This account has sufficient funds after transferring existing funding amounts for interior vehicle cleaning, exterior vehicle cleaning, and remaining City staff salaries and benefits costs for the positions that EMBARK will now provide. This brings the FYE 2022 Interlocal Service Agreement for Provision of Transportation Services with EMBARK (Contract K-2021-128) to a total not to exceed of \$3,459,655.58.

The City's current janitorial services contractor for cleaning the interior of the vehicles has been provided notice of the change to the terms of their agreement with the City, and will continue to provide cleaning services for the North Base Complex buildings.

RECOMMENDATION:

Staff recommends approval for Amendment No. 1 to the Interlocal Service Agreement for Provision of Transportation Services with EMBARK (Contract K-2021-128) to provide additional services to those EMBARK is already providing to the City of Norman, for a total amount not to exceed \$3,459,655.58.