LET’S DO BUSINESS WORKSHOP

Thursday, September 26, 2019
10 AM – 12 PM
FORT WORTH CENTRAL STATION, 2nd FLOOR
Let’s Do Business Workshop  
Thursday, September 26, 2019 10 AM  
Agenda

1. Opening Comments/Introductions  
   William Johnson

2. **Trinity Metro and Procurement Overview**  
   George Jackson II  
   a) Micro and Small Solicitations  
      Requisitions/Quotes/PO’s
   b) Formal Solicitations

3. Helpful Insights  
   Cynthia Triche  
   Customer Care, Contracts, Payments, Website, etc...

4. a) DBE Program Overview  
   b) Proposed DBE Goal Overview FY 2020 - 2022  
   William Johnson

5. $$ Future Opportunities $$  
   George Jackson II  
   William Johnson

6. Final Q&A / Wrap-up  
   William Johnson

7. *Attendee Self Introductions*

8. Networking
Introductions

Contract Administration and Procurement Department

- Sherry Lee  
  Sr. Director Procurement & Facilities
- Kathy Bridwell  
  Director Contract Administration & Procurement
- George Jackson II  
  Material Management Supervisor
- William Johnson  
  DBE Administrator
- Cynthia Triche  
  Contract Administrator
- Lashelle Robinson  
  Purchasing Assistant
- Bianca Tillis  
  Buyer
- James Campbell  
  Buyer
- Randy Ramirez  
  Buyer
TRINITY METRO OVERVIEW

George Jackson II, Material Mgmt. Supervisor
The mission of Trinity Metro is to provide safe, reliable, customer-focused, and fiscally-responsible public transportation services to the citizens of Tarrant County. We strive to improve quality of life for our residents and drive economic development in our region.
Our vision is to provide transit services that make Tarrant County more livable and support continued economic growth.
TRINITY METRO OVERVIEW

Trinity Metro Long-Term Goals

➢ Enhance
➢ Connect
➢ Simplify
➢ Sustain
TRINITY METRO OVERVIEW

Trinity Metro Financial Budgeting Short Term Goals

- Increase Support for Transit
- Educate the Community About the Benefits of Trinity Metro’s Services
- Provide an Outstanding Customer Experience
- Maintain Positive Organizational Culture
TRINITY METRO OVERVIEW

Trinity Metro – Core Services

- Fixed Route Bus Services
- Trinity Metro Access (Para-Transit Bus Service)
- Trinity Railway Express (TRE) Commuter Rail Service to Dallas
- TEXRail (Commuter Rail Service to DFW International Airport Terminal B)
- Mobile Apps (NextBus and GoPass)
- Dash (First Electric Buses and Serves 7th Street corridor and the Cultural District)
- ZIPZONE (Alliance and Mercantile) and ZIPZONE App
- Downtown Bus Circulator Service (Molly)
- Rider Services (Bike and Ride; Carpool and Vanpool; Guaranteed Ride Home)
TRINITY METRO OVERVIEW

Trinity Metro – Federal Fund Uses

- Preventive Maintenance on Vehicles
- Purchase of Buses
- Preventive Maintenance on TRE
- Operational Support for Trinity Metro Access
- Transportation Improvements
- Safety and Security
- Capital Projects (when awarded through FTA competition)
Procurement Overview
Micro and Small Solicitations
George Jackson II, Material Mgmt. Supervisor
Contract Administration and Procurement Department

- Trinity Metro’s Contract Administration and Procurement Department is responsible for buying all goods and services and administering related contracts.

- Works closely with internal departments.

- Continuously seeks quality, competitive and diverse suppliers.
PROCUREMENT OVERVIEW

The Basics

- Full and Open Competition
- Best Use of Public Dollars
- Fair and Reasonable Pricing
- Ethical Conduct
- Enhance Supplier Diversity

» New Website Development and Enhancements
PROCUREMENT OVERVIEW

Procurement Types

*Micro-Purchase* < 5K
(Buyers / Departments)

*Small Purchase* ≥ 5K to ≤ $50K
(Buyers / Departments)

*Formal Solicitation* > $50K
(Procurement Staff / Departments)
PROCUREMENT OVERVIEW

MICRO PURCHASES ( < $5,000)

- Buyer or User Department May Solicit:
- Requires Only One Written Quote
- Seek to Distribute Equitably Among Suppliers
- Seek to Identify DBEs and Obtain Quotes
- Determine That Price is Fair and Reasonable
- Issue Purchase Order
PROCUREMENT OVERVIEW

SMALL PURCHASES (≥ 5,000 to ≤ $50,000)

- Buyer or User Department May Solicit:
- Buyer Obtains Three Written Quotes
- Buyer Obtains at Least One DBE Quote (minimally)
- Buyer Can Receive Quotes Electronically
- Independent Cost Estimate Required
- Determine Price is Fair and Reasonable
- Issue Purchase Order
Procurement Overview

Formal Solicitations

George Jackson II, Material Mgmt. Supervisor
PROCUREMENT OVERVIEW

FORMAL SOLICITATIONS > $50,000

- Must Solicit Formally VIA:
- Request for Qualifications (RFQ)
- Request for Proposal (RFP)
- Invitation for Bid (IFB)
- Requires DBE Goal Determination
- Must be publicly advertised
- Independent Cost Estimate is Required

- Board Approval is Required*
HELPFUL INSIGHTS
Customer Care, Contracts, Payments, Website, etc…
Cynthia Triche, Contract Administrator
TRINITY METRO VALUES CUSTOMER CARE!!!

Customer Care Is A Core Value:

- Interactions with The Public
- Interactions with Trinity Metro Employees and Other Contractors/Consultants/Vendors
- Responsiveness
- Win-Win Solutions Oriented
- Mutually Respectful Partnerships and Communications
Contract Process:

- Formal IFBs, RFPs and RFQs Incorporated Into Contract Terms and Conditions
- Board Approves Contract Award
- Contract Administration Requests Insurance Certificate and Bonds (when applicable) – Must Be Current
- Project Manager and Contract Administration Enters Into Discussions Regarding Final Contract Terms and Conditions
CONTRACT ADMINISTRATION OVERVIEW

Contract Process:

- Contract Administration Sends Contract to Awardee for Signature
- Trinity Metro’s President/CEO Signs Contract for Final Execution
- Awardee Works Closely with Applicable Department and Contract Administration
- Change Orders and Contract Amendments Must Go Through Trinity Metro Authorized Process
- Davis-Bacon Applies for Federally Funded Construction Contracts at or above $2K
CONTRACT ADMINISTRATION OVERVIEW

Contract Process:

- Davis-Bacon Applies for Federally Funded Construction Contracts at or above $2K
- Trinity Metro *May* Exercise *Applicable* Annual Contract Renewals (*not guaranteed*)
- Awardee Expected to Follow Contract Terms through Contract Life
- Contract Close-out
- Pay Requests Submitted Monthly $$$
- Payment Net 30 Days $$$
TRINITY METRO WEBSITE OVERVIEW

www.ridetrinitymetro.org
# PROCUREMENT WEB PAGE OVERVIEW

## Requests for Proposal (RFP)

- **19-T043** - TexRail Safety Fencing Construction Project
  - Type: Invitation for Bids (IFB)
  - Download Start Date: 2019-07-29
  - Proposal Expiration Date: 2019-09-17

- **19-T058** - Transit Bus and Van Batteries
  - Type: Invitation for Bids (IFB)
  - Download Start Date: 2019-08-29
  - Proposal Expiration Date: 2019-09-19

- **19-T045** - TEX Rail Signage Project
  - Type: Invitation for Bids (IFB)
  - Download Start Date: 2019-09-09
  - Proposal Expiration Date: 2019-10-08

## Request for Qualifications (RFQ)

- **19-T023** - For Design-Build-Trinity Metro Headquarters
  - Type: Request for Qualifications (RFQ)
  - Download Start Date: 2019-09-10
  - Proposal Expiration Date: 2019-10-17
DISADVANTAGED BUSINESS ENTERPRISE (DBE) OVERVIEW

DBE Program and DBE Goal FY 2020 – 2022

William Johnson, DBE Administrator
DBE PROGRAM OVERVIEW

- Required by US Department of Transportation (USDOT) / Federal Transit Administration (FTA) If Receiving More Than $250,000 Annually

- Trinity Metro Has FTA Approved DBE Program

- Trinity Metro is Committed to Ensuring Minority and Women-Owned Business Inclusion

- Trinity Metro Establishes Solicitation-Specific DBE Goals

- Bidders/Proposers Must Comply with DBE Program to Be Considered Responsive

- Trinity Metro Encourages and Seeks DBE Prime Participation
DBE PROGRAM OVERVIEW

- Trinity Metro Recognizes DBE Certifications
  - North Central Texas Regional Certification Agency (NCTRCA)
  - Texas Unified Certification Program (TUCP)
- Bidders/Proposers Must Meet Its DBE Commitment Over Contract Life
- DBE Primes’ Self-Performance Counts Towards DBE Goal
- Trinity Metro’s Proposed DBE Goal is 13% for (FY 2020 -2022) – Based on Projected Types of Contracts and DBE Availability
ON-GOING AND FUTURE OPPORTUNITIES

George Jackson II, Material Management Supervisor
William Johnson, DBE Administrator
ON-GOING AND FUTURE OPPORTUNITIES

Trinity Metro Buys:

- Vehicle Parts
- Oil/Lubricants
- Supplies
- Promotional Items
- Professional Services
- Construction Services
- General Services
- Purchase Agreements
- And More…
ON-GOING AND FUTURE OPPORTUNITIES

- George Jackson II, Material Mgmt. Supervisor
- William Johnson, DBE Administrator
WRAP-UP / FINAL QUESTIONS ???
THANK YOU !!!
NETWORKING / RELATIONSHIP BUILDING