



Date: April 08, 2021  
Current Meeting: April 15, 2021  
Board Meeting: April 22, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Senior Director of Facilities and Preventative Maintenance Paul Williams  
**SUBJECT:** Consideration and Approval of IFB 21-02-382 Bus/BRT Shelter Cleaning & Maintenance

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**ACTION ITEM A – 3**

**RECOMMENDATION:**

In a manner consistent with IPTC contract award standards, we ask the Board to authorize the President/CEO to enter a contract with Shuck Corporation for three years for the cleaning and maintenance of stops and shelters for an amount not to exceed \$ 2,946,915 for the life of the contract.

**BACKGROUND:**

IPTC Facility Department is responsible for cleaning and maintaining approximately 2,900 bus stops signs, 215 shelters, 34 Red line stations, and 500 plus amenities, including trash receptacles, benches, and bike racks: for BRT Red Line and fixed routes. This service is essential for IPTC to provide clean and safe public bus stops, shelters, and station areas for the community. IPTC has utilized contractors to perform the cleaning and maintenance services since 2010.

**DISCUSSION:**

IPTC followed the Indiana Public Works statutes related to the standard procurement procedure for a fair and competitive bid process. On March 3, 2021, procurement released the IFB at 10:30 am and required bids to be received back on April 4, 2021, with closure at 3:00 pm.

IPTC procurement department received two bids from Shuck Corporation and Evans Development Co. The Evaluation Committee reflects that Shuck Corporation was the lowest bid and met all requirements. The Shuck Corporation has performed this service for the past eleven (11) years and has proven to be a satisfactory vendor.

New with this contract, we added services for the Red Line and have outlined assessable performance standards and liquidated damages stipulations that will apply for the term of the contract.

**ALTERNATIVES:**

The Board could choose not to approve the contract, and procurement would restart the bid process. The result of not approving the contract would require an extension of the current contract to allow time to re-procure. The current contract is separated into cleaning and maintenance, which require more administrative burden. The subcontractor and XBE utilization contractual amounts are much less in those contracts. Lastly, the current contract does not allow for alternates of additional inspection and power washing services.

**FISCAL IMPACT:**

The funding source for this procurement is provided from the local Operations budget.

**DBE DECLARATION:**

The Shuck Corporation has committed to 17.5 % XBE participation.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee and Service Committee on April 15, 2021.