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## *Memorandum*

TO: Operations Committee

DATE: May 1, 2009

FR: Executive Director

W.I.: 1231

RE: Contract - MTC SAFE Call Box Inspector: Stanley Bricker

### **Summary**

The contract for the current call box inspector is due to expire on June 30, 2009. MTC SAFE released a letter Request for Proposal (RFP) for call box inspection services in March and received seven (7) proposals by the submission deadline. After extensive review of the proposals and qualification evaluations by MTC staff, MTC SAFE recommends entering into a contract with Stanley Bricker for call box inspection services.

### **Background**

MTC SAFE uses a call box inspector for a number of purposes, including certifying new and removed call box installations, randomly inspecting call box sites for functionality, and monitoring call answering center calls for quality. A letter Request for Proposal was released to procure an inspector to perform such services.

MTC staff reviewed the seven (7) proposals and conducted interviews with five (5) "short-listed" proposers. The evaluation factors set forth in the RFP were: cost, experience, and references. Based on those factors, staff recommends contracting with Mr. Bricker to perform call box inspection services for MTC SAFE for FY 2010 and FY 2011.

Mr. Bricker received the highest overall score. Mr. Bricker's proposed rates were within the expected budget. Additionally, his service as the current call box inspector for the previous five years demonstrates his familiarity and high level of experience with the work required. The references Mr. Bricker provided were acceptable and demonstrated his good character.

**Recommendation**

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a letter agreement with Stanley Bricker for call box inspections with a maximum payment not to exceed \$65,000 for FY 2010 and \$60,000 for FY 2011, subject to adoption of the annual agency budgets.

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Steve Heminger

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REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.: 1231

Contractor: Stanley Bricker, Pleasanton, CA

Work Project Title: Call Box Inspection Services

Purpose of Project: Provide call box inspection services for the call box system

Brief Scope of Work: Perform monthly random inspections of call box sites, certify new call box installations and call box site removals, and monitor call answering center calls for quality during FY 2010 and FY 2011.

Project Cost Not to Exceed: \$125,000: \$65,000 for FY 2009-10 and \$60,000 for FY 2010-11

Funding Source: SAFE

Fiscal Impact: Funding for contracting year to be proposed for inclusion in agency budgets for FY 2009-10 and FY 2010-11.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into an agreement with Stanley Bricker to provide call box inspection services, and that the Chief Financial Officer is authorized to set aside funds for such contract as specified above, subject to annual agency budget approval.

SAFE Operations  
Committee:

Approved: \_\_\_\_\_ Date: May 8, 2009  
Amy Rein Worth, Chairperson