

Management Committee

Meeting date: November 10, 2021

Subject: 2021 Third Quarter Procurement Summary and MCUB Goals Review

District(s), Member(s):

Policy/Legal Reference: FM14-2 Expenditures for the Procurement of Goods and Services

Staff Prepared/Presented: Jody Jacoby, Procurement Director, 651-602-1144; Ashanti Payne, OEO Assistant Director, 651-602-7660

Division/Department: Procurement

Council *Policy 14-2 – Expenditures* authorizes the Regional Administrator to approve awards not exceeding \$500,000 for all purchases of budgeted goods and services. In addition, the Regional Administrator is authorized to approve construction contracts where:

- (a) The value of the contract does not exceed \$2,500,000;
- (b) The construction project was included in the Council-adopted capital budget;
- (c) The cost of the project is less than the Engineer's Probable Construction Costs plus 10%;
- (d) Sufficient funds are available in the capital budget to complete the project.

The delegation authority of the Regional Administrator to approve awards for all purchases of budgeted goods and services was increased from \$250,000 to \$500,000 in October of 2013. Related to this increase in authority, the Council requested a report on any contracts valued between \$175,000 and \$250,000 and \$250,000 and \$500,000.

To satisfy this requirement a report that summarizes procurements for the preceding quarter is presented to the Council through the Management Committee at the end of each quarter. The report gives a breakdown of the number of procurements executed during the reporting period grouped by value, and details of all procurements which have a value greater than \$175,000 but less than or equal to \$500,000.

Procurements valued at greater than \$500,000 are generally approved individually by the Council, except for those construction contracts that meet the criteria given above. The Management Committee requested a quarterly summary of contracts over \$500,000.

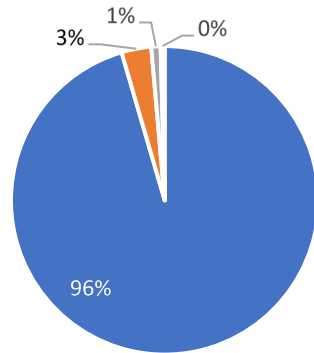
The third quarter 2021 Procurement Summary and OEO MCUB Information is attached.

Metropolitan Council

Procurement Summary Information - Third Quarter, 2021

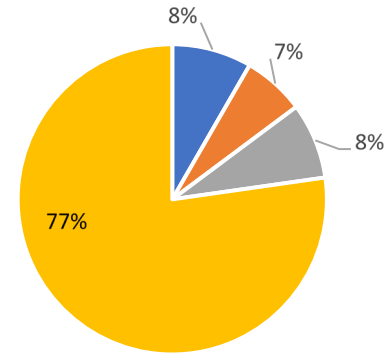
| Dollar Amount Range | Number of Procurements | | Percent Value \$ | Total Value \$ | |
|------------------------|------------------------|---------------|------------------|----------------------|----------------------|
| | Third Quarter | YTD | Third Quarter | Third Quarter | YTD |
| \$0 - \$10,000 | 8,494 | 25,933 | 8.3% | 8,491,861 | \$24,523,491 |
| \$10,001 - \$50,000 | 278 | 896 | 6.5% | \$6,584,516 | \$21,380,879 |
| \$50,001 - \$175,000 | 87 | 191 | 7.9% | \$8,059,123 | \$17,508,767 |
| \$175,001 - \$250,000 | 11 | 27 | 2.4% | \$2,483,718 | \$6,056,486 |
| \$250,001 - \$500,000 | 6 | 27 | 2.5% | \$2,491,479 | \$9,747,092 |
| Greater Than \$500,000 | 21 | 58 | 72.4% | \$73,589,162 | \$676,177,353 |
| Grand Total | 8,897 | 27,132 | 100% | \$101,699,859 | \$755,394,068 |

Procurements by # of Transactions Q3-2021



■ \$0-10,000
 ■ \$10,000-50,000
 ■ \$50,000-175,000
 ■ \$175,000+

Procurements by Contract \$ Value Q3-2021



■ \$0-10,000
 ■ \$10,000-50,000
 ■ \$50,000-175,000
 ■ \$175,000+

Details of Procurement Valued Between \$175,001 and \$250,000

Award Based on Formal Invitation for Bid

| # | Contractor | Amount | Division | Description | Solicitation Method | Contractor Location | Contract Number | DBE/ MCUB Goal | DBE/ MCUB Commitment |
|---|-----------------------------|-----------|----------|---|---------------------|---------------------|-----------------|----------------|----------------------|
| 1 | SYNAGRO CENTRAL LLC | \$191,250 | ES | Blue Lake WWTP Digester Cleaning / Inspection Project | Bids | Baltimore, MD | 21P021 | None | None |
| 2 | AECOM USA, INC. | \$213,261 | MT | Electric Bus Strategic Advisory Services | Bids | Minneapolis | 20P262D | 7% | 7% |
| 3 | GUNNAR ELECTRIC, INC | \$227,800 | MT | Blue Line LRT Switch Heater Replacements | Bids | Eden Prairie | 21P165 | None | None |
| 4 | MUNCIE RECLAMATION & SUPPLY | \$237,180 | MT | Gillig Air Dryer kits | Bids | Muncie, IN | 21P060 | None | None |

Details of Procurement Valued Between \$175,001 and \$250,000

Award Based on Formal Request for Proposals

| # | Contractor | Amount | Division | Description | Solicitation Method | Contractor Location | Contract Number | DBE/MCUB Goal | DBE/MCUB Commitment |
|---|---------------------------------------|-----------|----------|---|---------------------|---------------------|-----------------|---------------|---------------------|
| 1 | CORPORATE MEDICAL SERVICES INC | \$248,133 | RA | Third Party Administration Services (TPA) | Proposals | Chattanooga, TN | 21P086B | None | None |
| 2 | BURO HAPPOLD CONSULTING ENGINEERS INC | \$248,914 | CD | Metropolitan Council Climate Action and Resilience Plan | Proposals | Boston, MA | 20P203 | None | None |
| 3 | LANDRUM DOBBINS LLC | \$250,000 | MT | Legal Services – Housing Matters | Proposals | Minneapolis | 21P245 | None | None |

Details of Procurement Valued Between \$175,001 and \$250,000

Award Based on Other Processes

| # | Contractor | Amount | Division | Description | Solicitation Method | Contractor Location | Contract/PO Number | MCUB/DBE Goal | MCUB/DBE Commitment |
|---|-------------------------------|-----------|----------|--|---------------------|---------------------|--------------------|---------------|---------------------|
| 1 | SUMTOTAL SYSTEMS LLC | \$177,000 | RA | Purchase a 3-year renewal for Skillsoft | Sole Source | Nashua, NH | 21P238 | None | None |
| 2 | TRANSIT TEAM INC | \$190,000 | MTS | Transit Team Reimbursement for COVID Test Kits | Sole Source | Minneapolis | 21P278 | None | None |
| 4 | LOCKRIDGE, GRINDAL, NAUEN LLP | \$250,000 | RA | Contract for Legal Services | Non-Competitive | Minneapolis | 21P237 | None | None |
| 5 | LOCKRIDGE, GRINDAL, NAUEN LLP | \$250,000 | RA | Employment Law Matters | Non-Competitive | Minneapolis | 21P252 | None | None |

Details of Procurement Valued Between \$250,000- \$500,000

Award Based on Formal Invitation for Bid

| # | Contractor | Amount | Division | Description | Solicitation Method | Contractor Location | Contract Number | DBE/ MCUB Goal | DBE/ MCUB Commitment |
|---|-------------------------|-----------|----------|---|---------------------|---------------------|-----------------|----------------|----------------------|
| 1 | RES GREAT LAKES LLC | \$407,979 | ES | Interceptor Sites Landscape Restoration | Bids | Madison, WI | 21P112 | 7% | 31% |
| 2 | SCHINDLER ELEVATOR CORP | \$480,000 | MT | Elevator Repair and Service | Bids | Eagan | 21P077 | 0% | 0% |

Details of Procurement Valued Between \$250,001 and \$500,000

Award Based on Request for Proposals

| # | Contractor | Amount | Division | Description | Solicitation Method | Contractor Location | Contract Number | DBE/ MCUB Goal | DBE/ MCUB Commitment |
|---|----------------------------|-----------|----------|---------------------------|---------------------|----------------------|-----------------|----------------|----------------------|
| 1 | EMPLOYERS CHOICE SCREENING | \$410,500 | RA | Background Check Services | Proposals | Santa Fe Springs, CA | 19P244 | None | None |

Details of Procurement Valued Between \$250,001 and \$500,000

Award Based on Other Processes

| # | Contractor | Amount | Division | Description | Solicitation Method | Contractor Location | Contract Number | DBE/ MCUB Goal | DBE/ MCUB Commitment |
|---|--------------------------------|-----------|----------|---|--------------------------|---------------------|-----------------|----------------------|----------------------------|
| 1 | DELL COMPUTER INC | \$271,000 | RA | Annual Support Renewal for VMware | State Contract | Chicago, IL | 21P260 | None | None |
| 2 | VAULT MEDICAL SERVICES P.A. | \$436,000 | MT | Covid-19 Test Kits | Emergency Declaration | New York, NY | PO #275313 | None | None |
| 3 | INSIGHT PUBLIC SECTOR, INC. | \$486,000 | RA | Cisco Smartnet Renewals | State Contract | Dallas, TX | 21P219 | None | None |

Details of Procurement Valued Over \$500,000

Award Based on All Processes

| # | Contractor | Amount | Division | Description | Solicitation Method | Contractor Location | Contract Number | MCUB/DBE Goal | MCUB/DBE Commitment |
|---|--|-------------|----------|--|---------------------|---------------------|-----------------|---------------|---------------------|
| 1 | BAY WEST INC | \$500,000 | ES | Master Contract for Industrial Testing and Monitoring | Proposals | St. Paul, MN | 20P241 | 3% | 3% |
| 2 | COMPLETE HEALTH, ENVIRONMENTAL & SAFETY SERVICES, INC. | \$500,000 | ES | Master Contract for Safety Program Development and Environmental Evaluations | Proposals | St. Paul, MN | 20P238 | 3% | 90% |
| 3 | JPMI CONSTRUCTION CO | \$584,100 | MT | Maintenance of Way Building Renovation – Phase 1 | Bids | St. Paul, MN | 20P264 | 17% | 17% |
| 4 | LEVANDER, GILLEN & MILLER, P.A. | \$685,222 | MT | Master Contract Gold Line Legal Services | Proposals | St. Paul, MN | 20P073A | 1% | 1% |
| 5 | AON CONSULTING INC | \$700,000 | RA | Benefits Consulting Services | Proposals | Chicago, IL | 19P388 | None | None |
| 6 | TOLTZ KING DUVALL ANDERSON | \$800,000 | MT | Heywood Office Renovation | Proposals | St. Paul, MN | 20P055 | 15% | 18.53% |
| 7 | VINCO INC | \$1,071,300 | MT | Northtown Mall Transit Facility Rehabilitation | Bids | Forest Lake, MN | 21P092 | 19% | 20.63% |

Details of Procurement Valued Over \$500,000

Award Based on All Processes

| # | Contractor | Amount | Division | Description | Solicitation Method | Contractor Location | Contract Number | MCUB/DBE Goal | MCUB/DBE Commitment |
|----|----------------------------------|-------------|----------|---|---------------------|---------------------|-----------------|---------------|---------------------|
| 8 | VAULT MEDICAL SERVICES P.A. | \$1,100,000 | RA | COVID-19 Saliva Test Kits and Results Reporting | Sole Source | New York, NY | 21P285 | None | None |
| 9 | RAILWORKS TRACK SYSTEMS INC | \$1,188,000 | MT | 4th and Chicago Ave Rail Replacement | Bids | Lakeville, MN | 21P047A | 1% | 1% |
| 10 | UBISENSE AMERICA LLC | \$1,259,428 | MT | Ubisense Garage Hardware Upgrade | Sole source | Denver, CO | 21P148 | None | None |
| 11 | CUBIC TRANSPORTATION SYSTEMS INC | \$1,360,000 | MT | TVM Bill Acceptor Upgrade | Sole source | San Diego, CA | 21P173 | None | None |
| 12 | RAILWORKS TRACK SYSTEMS INC | \$1,375,000 | MT | On-Call Rail Maintenance | Bids | Lakeville, MN | 20P251 | 1% | 1% |
| 13 | TRAPEZE SOFTWARE GROUP INC | \$1,389,999 | MT | TransitMaster V8-IVLU and Touch MDT Upgrade | Sole source | Cedar Rapids, IA | 21P163 | None | None |
| 14 | ETC INSTITUTE | \$1,800,000 | MT | 2021 Transit On-board Survey | Proposals | Olathe, KS | 20P290 | 14% | 15.12% |

Details of Procurement Valued Over \$500,000

Award Based on All Processes

| # | Contractor | Amount | Division | Description | Solicitation Method | Contractor Location | Contract Number | MCUB/DBE Goal | MCUB/DBE Commitment |
|----|-------------------------------|--------------|----------|---|---------------------|---------------------|-----------------|---------------|---------------------|
| 15 | MINNESOTA OCCUPATIONAL HEALTH | \$3,962,650 | RA | Occupational Health Medical, Drug and Alcohol Collections, Lab Services | Proposals | St. Paul, MN | 21P086A | None | None |
| 16 | MINGER CONSTRUCTION INC | \$3,989,180 | ES | Brooklyn Park - Osseo Interceptor Rehabilitation | Bids | Jordan, MN | 20P233 | 10% | 10.31% |
| 17 | MINGER CONSTRUCTION INC | \$4,839,294 | ES | East Isles Force Main Improvements | Bids | Jordan, MN | 20P018 | 12% | 13.62% |
| 18 | INSIGHT PUBLIC SECTOR | \$6,000,000 | RA | Network Refresh Multi-Year Purchasing Contract | State Contract | Dallas, TX | 20P261 | None | None |
| 19 | KIMLEY-HORN ASSOCIATES INC | \$9,785,510 | MT | B Line: Traffic & Transit Advantages Evaluation | Proposals | St. Paul, MN | 20P322 | 16% | 17% |
| 20 | RAILWORKS TRACK SYSTEMS INC | \$15,033,893 | MT | Blue Line Enhancements Phase IIA | Bids | Lakeville, MN | 21P084 | 3% | 3.03% |
| 21 | TOTAL MECHANICAL SERVICES INC | \$15,665,586 | ES | Empire Solids Improvements Phase 2 | Bids | St Paul Park, MN | 20P182 | 9% | 6.76% |

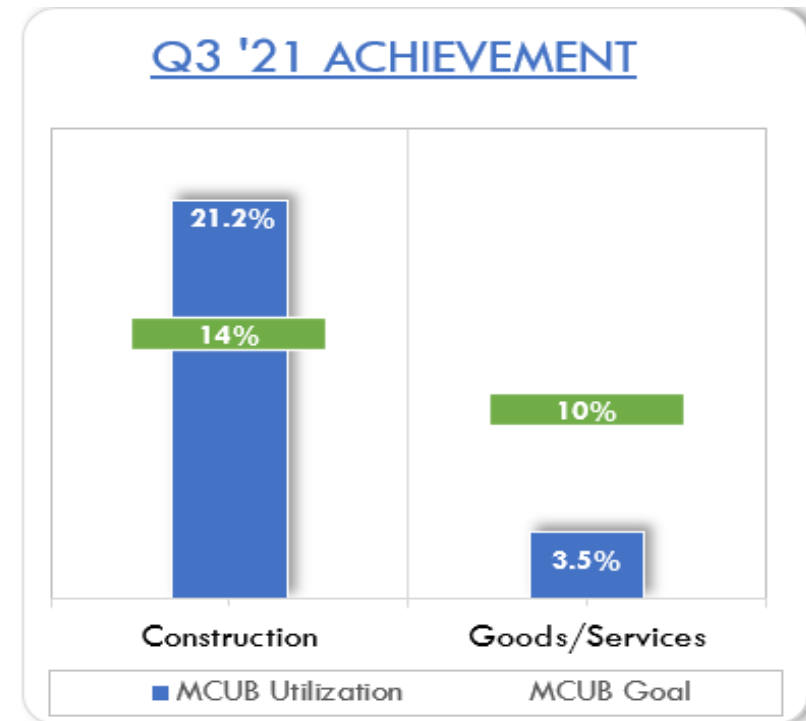


Metropolitan Council

Q3 2021 – MCUB Utilization Summary

Total Spend and MCUB Utilization

| | | |
|---|-------------------------|---------------|
| A. Total Spend (PO & Pcard) - All divisions: | \$239,287,994.05 | |
| B. Total Exclusions | \$189,954,893.70 | 79% |
| C. Total Inclusions | \$49,333,100.35 | 21% |
| <i>MCUB Total Construction Spend</i> | <i>\$1,012,480.9</i> | <i>2.05%</i> |
| <i>MCUB Total Goods/Services Spend</i> | <i>\$1,580,779.88</i> | <i>3.20%</i> |
| D. Total MCUB commitment | \$2,593,260.76 | 5.3% |
| <i>MCUB Total Construction Spend</i> | <i>\$1,012,480.9</i> | <i>39.04%</i> |
| <i>MCUB Total Goods/Services Spend</i> | <i>\$1,580,779.88</i> | <i>60.96%</i> |



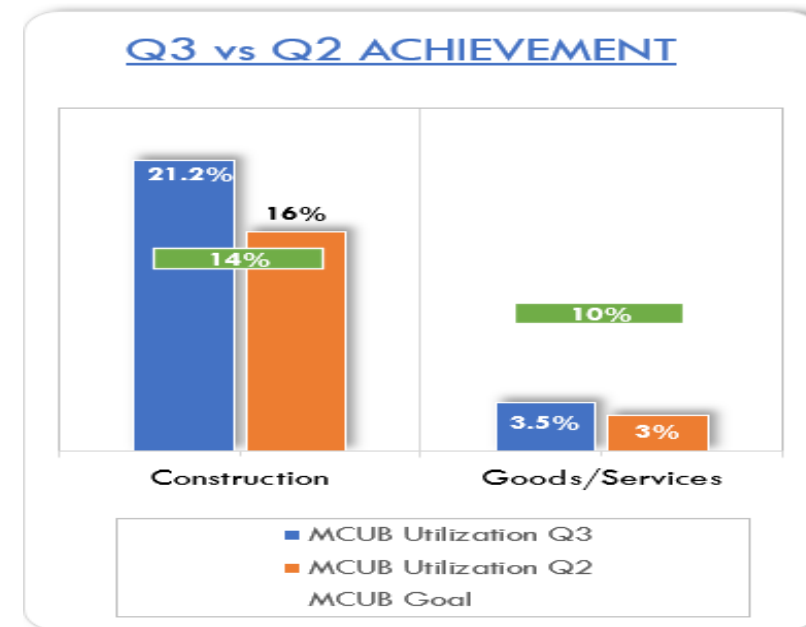


Comparison Q3 and Q2

| | Q3 | Q2 | COMPARISON |
|---|------------------|------------------|--------------|
| A. Total Spend (PO & Pcard) - All divisions: | \$239,287,994.05 | \$202,152,189.11 | 18% INCREASE |
| B. Total Exclusions | \$189,954,893.70 | \$156,014,670.14 | 21% INCREASE |
| C. Total Inclusions | \$49,333,100.35 | \$46,137,518.97 | 7% INCREASE |
| D. Total MCUB commitment | \$2,593,260.76 | \$1,926,519.55 | 34% INCREASE |

Comparison - Q3 to Q2

| | | |
|--|-----------|--------------|
| Actual Spend on MCUB / MCUB Eligible : | Increased | \$666,741.21 |
| Construction | Increased | \$160,506.04 |
| Goods & Services | Increased | \$506,235.17 |

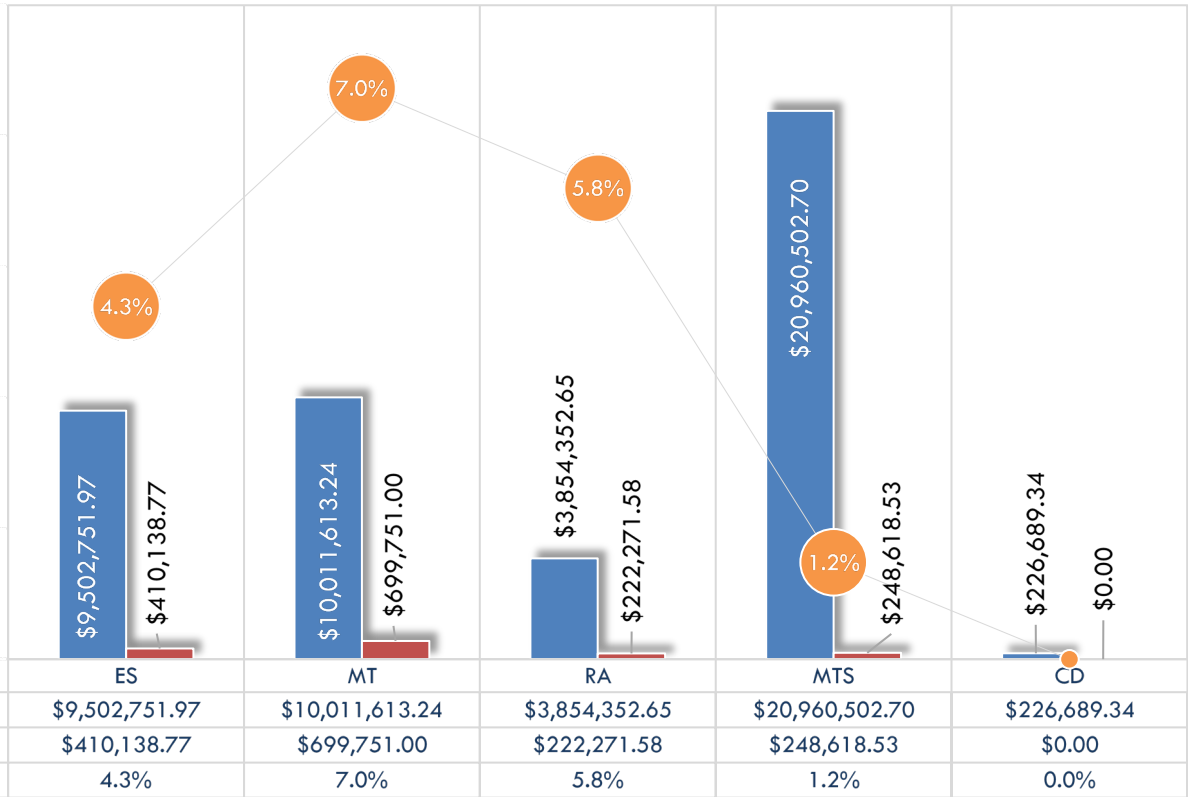




Spend by Division

GOODS & SERVICES INCLUSION \$ vs MCUB \$ BY DIVISION

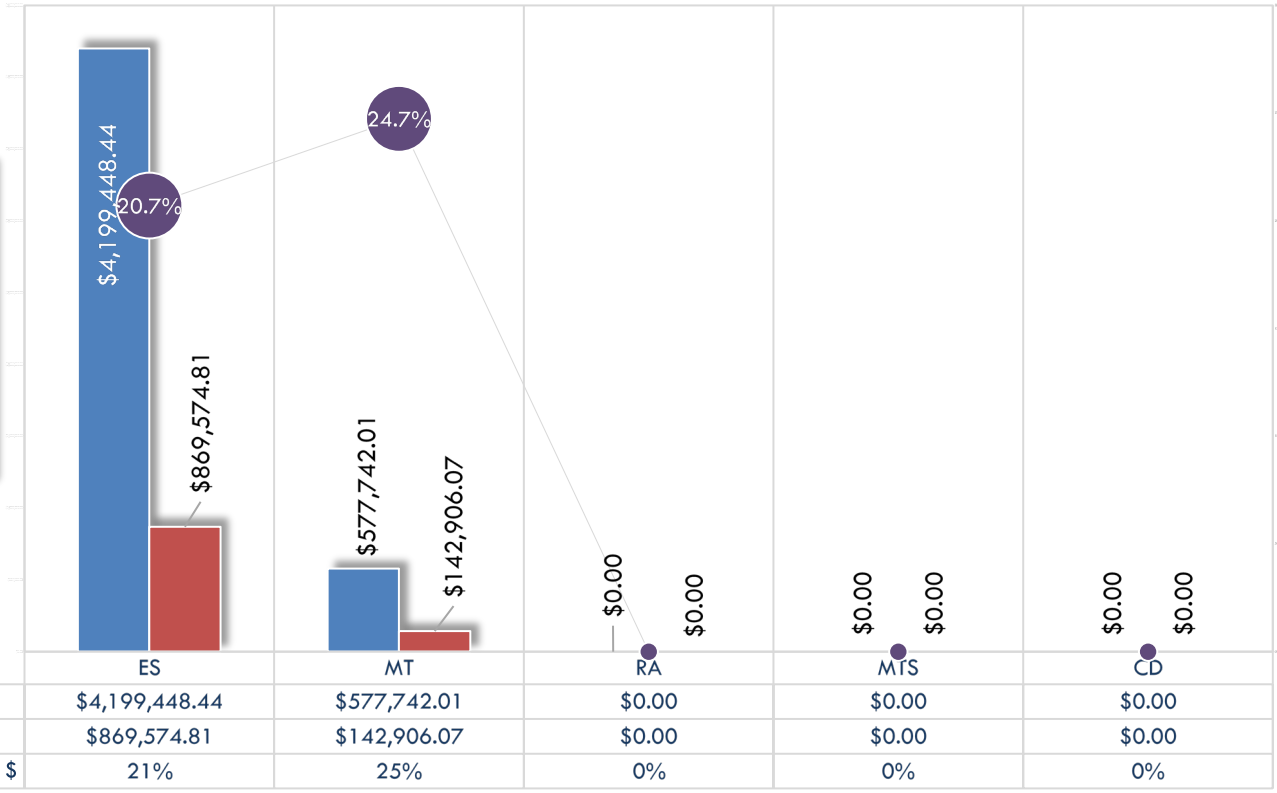
**2021
MCUB
GOALS**
Goods and
services:
10%





CONSTRUCTION
INCLUSION \$ vs MCUB \$
BY DIVISION

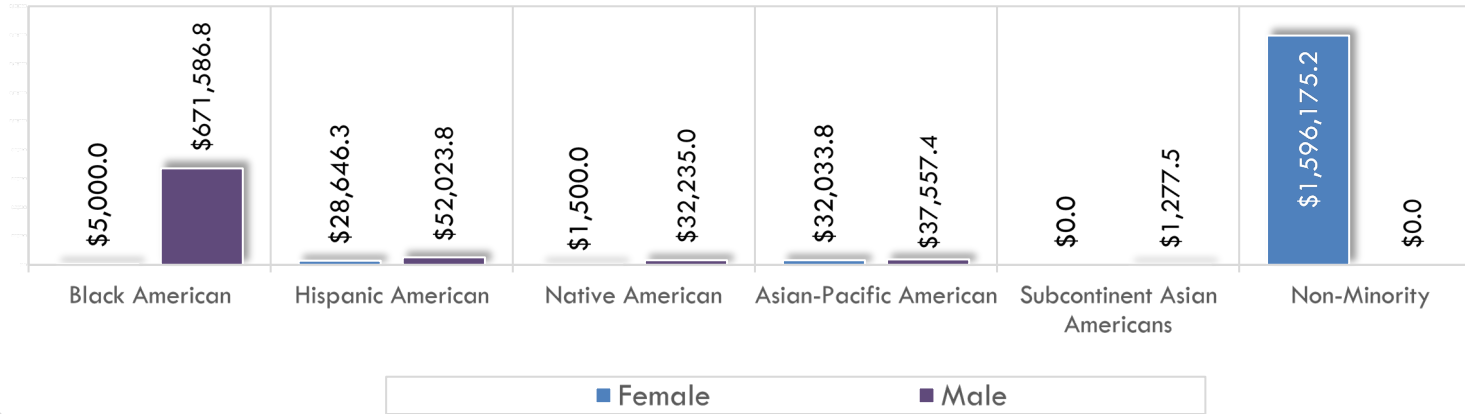
2021 MCUB GOALS
Construction
14%



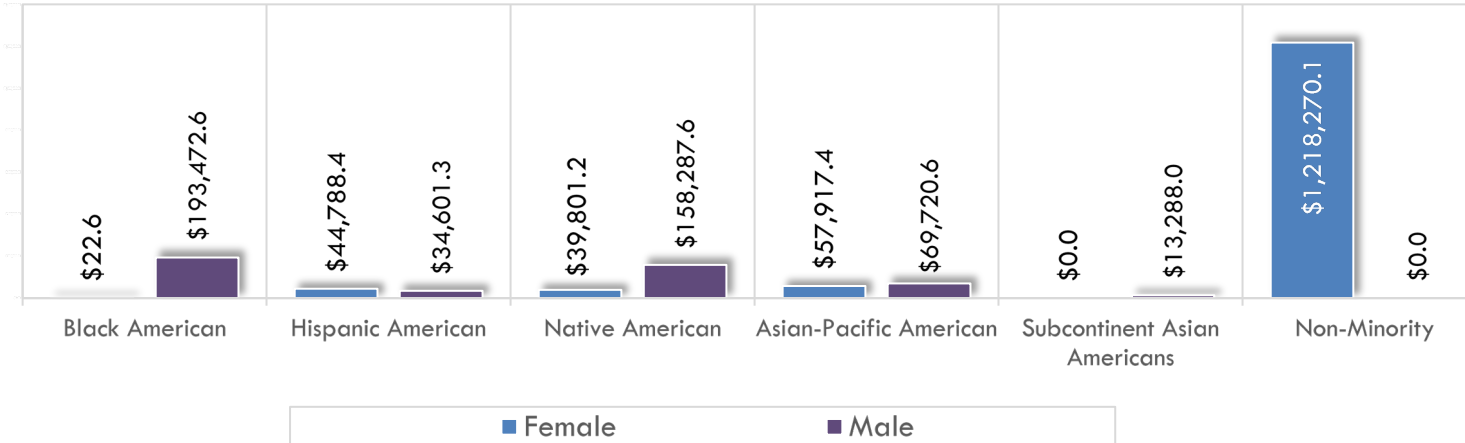


Utilization by Gender and Ethnicity / with Q2 comparison

Q3 '21 MCUB Utilization by Gender & Ethnicity



Q2'21 MCUB Utilization by Gender & Ethnicity



Quarter 3 Highlights

- **HVAC Information Session**
- **Robert Street Front Desk**
MCUBs utilized totaling \$26,147
- **MCES Equipment Purchase**
Purchased from MCUB vendor for \$71,000
- **Micro Purchase Report**
Q3 = \$514,027.05 (\$14k increase from Q2)
Two awards totaling \$99,557 using MCUB Select solicitation method
- **Metrocouncil.org updates**
MCUB Direct – MCUB Select – MCUB 6% Preference
- **Peoplesoft Supplier Onboarding**
Will enable tracking of all non-certified minority and woman owned firms