BOARD OF DIRECTORS
MEETING
MONDAY MAY 20, 2019 3:30 P.M.
BOARD OF DIRECTORS MEETING
AGENDA
MONDAY MAY 20, 2019 3:30 P.M.
Fort Worth Central Station
Downtown Fort Worth
1001 Jones Street, 2nd Floor Community Room
Fort Worth, Texas 76102

A. CALL TO ORDER – Scott Mahaffey

B. PLEDGE OF ALLEGIANCE

C. CITIZEN COMMENTS

D. FORT WORTH TRANSPORTATION SCHOLARSHIP AWARDS

E. COMMITTEE REPORTS
   • Regional Transportation Council Meeting – May 9, 2019 – Tito Rodriguez
   • Commuter Rail Committee Working Session – May 13, 2019 – Nick Genua
   • Planning/Operations/Marketing Committee Working Session – May 13, 2019 – Jeff Davis

F. ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

G. CONSENT AGENDA
   1. BA2019-57 Facilities Re-Keying Services

H. PRESIDENT’S REPORT – Bob Baulsir

I. CHAIR’S REPORT – Scott Mahaffey

J. OTHER BUSINESS

K. EXECUTIVE SESSION

The Board of Directors may convene in Executive Session under the Texas Open Meetings Act for the consultation with its Attorney pursuant to Section 551.071; deliberation regarding real property pursuant to Section 551.072; deliberation regarding prospective gift pursuant to Section 551.073; deliberation regarding personnel matters pursuant to Section 551.074; deliberation regarding security devices pursuant to Section 551.076 and/or deliberations regarding economic development negotiations pursuant to Section 551.087.
L. RECONVENE

M. VOTE ON ACTION TAKEN ON MATTERS DELIBERATED IN EXECUTIVE SESSION

N. ADJOURN

NEXT MEETING WILL BE HELD ON JUNE 24, 2019 AT 3:30 PM AT THE FORT WORTH CENTRAL STATION, 2ND FLOOR COMMUNITY ROOM

This facility is wheelchair accessible.
For accommodations for hearing or sight interpretive services, please contact Kelli Shields 48 hours in advance at 817.215.8972.
CONSENT AGENDA ITEM
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-57
Item Title: Facilities Re-Keying Services

Meeting Date: May 20, 2019

BACKGROUND

Currently, Trinity Metro’s facilities have over 450 doors with a variety of locking equipment, including key cores, key boxes, door closing equipment and master keys. The majority of the door locking equipment was manufactured by Schlage and was installed in 1996 and 2001. As Trinity Metro has grown, the hierarchy of master and sub-master keys and key cores have become outdated and ineffective when controlling the security risks for duplicate keys, the software on the key boxes is outdated and the key boxes are not large enough.

This project will establish a contract with a supplier who can provide comprehensive key control software, provide new key boxes and install new key cores. The supplier will also assist Trinity Metro with developing a key control system to provide appropriate door access that will also reduce the risk of losing or duplicating keys.

The facility locations considered for updating the door locking equipment include:

1. Herschel R. Payne Complex (HRP) (1600 East Lancaster, Fort Worth, TX 76102)
2. Building Maintenance (1601 East El Paso, Fort Worth, TX 76102)
3. Bus Shop (1601 East El Paso, Fort Worth, TX 76102)
4. Body/Small Vehicle Shop (1601 East El Paso, Fort Worth TX 76102)
5. Guard Shack (1601 East El Paso, Fort Worth TX 76102)
6. Shelter cleaner closet, 1600 East Lancaster Avenue, Fort Worth, TX 76102)
7. Pine Street (2304 Pine Street, Fort Worth, TX 76102)
8. Fort Worth Central Station (1001 Jones Street, Fort Worth, TX 76102)
9. Texas & Pacific Building and Tunnel (221 West Lancaster Avenue, Fort Worth, TX 76102)
10. 801 Grove Street (801 Grove Street, Fort Worth, TX 76102)
11. TEXRail Equipment Maintenance Facility (3801 TEXRail Drive, Fort Worth, TX 76137) – (Optional location)

PROCUREMENT

In accordance with Trinity Metro’s Procurement Policy, a Request for Proposal (RFP19-T024) for the sourcing, installation, and maintenance of a security key system, software, security key boxes, and door locking equipment was issued and advertised on the Trinity Metro’s website on January 16, 2019.

Three firms submitted proposals that were responsive, responsible, and in compliance with the proposal requirements. Firms submitting proposals included Alpha Lock Security, Michael’s Keys, Inc. and Martin Locksmith, Inc.
An evaluation committee of Trinity Metro staff reviewed the proposals and interviewed each of the firms for industry qualification and experience (20 points), qualifications and experience of personnel (30 points), products offered (20 points), DBE participation (10 points) and pricing (20 points).

The committee rated Michael’s Keys Inc. as the best value with higher evaluation points in the selection categories.

Trinity Metro’s Procurement Department has followed procurement policy with the Request for Proposal and is compliant with all applicable federal, state, and Trinity Metro procurement requirements.

**DBE**

A Disadvantaged Business Enterprise (DBE) Goal of 10% was established for this solicitation. Michael’s Keys, Inc. will be performing this work without the use of subcontractors. Additionally, Michael’s Keys is a State of Texas certified woman-owned Historically Underutilized Business (HUB).

**FINANCING**

Funds are available in Trinity Metro’s FY2019 Capital Budget to finance this capital project.

**RECOMMENDATION**

The Planning, Operations and Marketing Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to enter into a three-year contract with two one-year extensions with Michael’s Keys Inc. for a total contract not-to-exceed amount of $90,000.

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Disposition by Board of Directors

Secretary Approval: ____________________________ DATE ____________________________

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