

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

332



**FROM:** Probation Department

**SUBMITTAL DATE:**  
September 17, 2015

**SUBJECT:** Authorize the Riverside County Probation Department's request for Bus Passes, without obtaining competitive bids, from the Riverside Transit Agency, for five years. Districts All; [\$100,000]; Public Safety Realignment (80%), Community Corrections Performance Incentive Act (20%)

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve and authorize the Purchasing Agent to issue a purchase order with the Riverside Transit Agency for the purchase of bus passes, without obtaining competitive bids, for an annual aggregate amount of \$100,000 for five years; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding, to authorize changes to the purchase order that do not change the substantive terms, including the compensation provision that does not exceed 10% of the purchase order amount.

**BACKGROUND:**

**Summary**

*Continued on page 2.*

*Rosario R. Rull*

Rosario R. Rull, Assistant Chief  
Probation Officer for Mark A. Hake,  
Chief Probation Officer

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 100,000	\$ 100,000	\$ 500,000	\$ 100,000	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
<b>SOURCE OF FUNDS:</b> Public Safety Realignment (80%), Community Corrections Performance Incentive Act (20%)				<b>Budget Adjustment:</b> No	
				<b>For Fiscal Year:</b> 2015/16-19/20	

**C.E.O. RECOMMENDATION:**

APPROVE

BY:

*Steven C. Horn*  
Steven C. Horn

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

Departmental Concurrence

*Lisa Brandl*  
Lisa Brandl, Director  
Purchasing and Fleet Services

- A-30
- 4/5 Vote
- Positions Added
- Change Order

**Prev. Agn. Ref.:**

**District: All**

**Agenda Number:**

**3-32**

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Authorize the Riverside County Probation Department's Sole Source Procurement  
request for Bus Passes, without obtaining competitive bids, from the Riverside Transit Agency, for  
five years. Districts All; [\$100,000]; Public Safety Realignment (80%), Community Corrections  
Performance Incentive Act (20%)**

**DATE: September 17, 2015**

**PAGE: 2 of 2**

**BACKGROUND:**

**Summary (continued)**

The Riverside County Probation Department (Probation) provides a variety of available and/or court-ordered programs countywide for clients. To maximize access to these programs, Probation provides bus passes to clients needing transportation assistance or as part of an incentive program for compliance with conditions of supervision where the goals are to reduce recidivism and assist offenders in successful re-entry through providing needed evidence-based services. Available programs for which bus passes have been distributed include, but are not limited to, the Riverside and Temecula Day Reporting Centers, counseling, and job interviews.

Riverside Transit Agency (RTA) is the agency which provides bus services within the five Supervisorial Districts of Riverside County, except the routes covered by Sunline Transit in District 4. There are other private companies that may be able to provide transportation services i.e. taxi companies and Uber. Taxi and Uber services can become extremely costly as cost is associated with every 1/10<sup>th</sup> of a mile driven with taxis and Uber calculates fares using the following equation: Base Fare + (Cost per minute x time in ride) + (Cost per mile x ride distance) + Safe Rides Fee = The Fare. Uber services are available through a smart phone application requiring registration per user and a credit card on file to process payment for services, which is not a system easily utilized by Probation for their clients.

**Impact on Citizens and Businesses**

Public Safety Realignment is a countywide challenge that requires a countywide response. Since implementation, the policy initiatives and intervention strategies articulated in the Community Corrections Partnership Public Safety Realignment and Post Release Community Supervision Implementation Plan Update report are intended to improve success rates of offenders under supervision, resulting in less victimization and increased community safety. The Probation bus pass program is one component that contributes to the initiatives and strategies to assist with offender success.

**Contract History and Price Reasonableness**

RTA fares and bus passes for Riverside County service areas are fixed route fares. The three bus pass options and pricing purchased by Probation for this service are:

- a) 1-Day Pass – designed for the occasional rider at \$4.00
- b) 7-Day Pass – provides an affordable alternative to a monthly pass at \$16.00
- c) 30-Day Pass – for passengers who travel often on the bus system at \$50.00

As an example, using the rate calculator found on [www.taxifarefinder.com](http://www.taxifarefinder.com) to estimate taxi fare, a short route from Shamrock Avenue, Riverside, CA, 92501 to the Probation office located on 1020 Iowa Avenue, Riverside, CA 92507 is projected to be \$10.74 which includes a 15% gratuity. The low fare range is listed at \$9.81 to the higher fare of \$14.85 for this same route. When compared to a 7-day RTA bus pass, which calculates to a fare rate of \$2.29 per day compared to the taxi fare of \$10.74, the cost-saving is \$8.45 per fare assuming the client only makes one trip per day. The daily savings increase if the client makes multiple trips each day. An overall cost-saving of 78% per fare per day is achieved utilizing RTA.

**ATTACHMENTS**

Sole Source Justification Form



# RIVERSIDE COUNTY PROBATION DEPARTMENT

Serving Courts • Protecting Our Community • Changing Lives



MARK A. HAKE  
CHIEF PROBATION OFFICER

Date: September 17, 2015

From: Rosario R. Rull, Assistant Chief Probation Officer  
for Mark A. Hake, Chief Probation Officer

To: Board of Supervisors/Purchasing Agent

Via: Patti Guerrero, 951-955-4821

Subject: Sole Source Procurement; Request for Riverside Transit Agency Bus Passes

The below information is provided in support of my Department requesting approval for a sole source.

1. **Supplier being requested:** Riverside Transit Agency (RTA)
2. **Vendor ID:** 10311
3. **Supply/Service being requested:** Bus Passes for Probation Department (Probation) clients needing transportation assistance to maximize access to available and/or court-ordered services.

*(If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law.)*

4. **Alternative suppliers that can or might be able to provide supply/service and extent of market search conducted:** Taxi service (rates calculated using [www.taxifarefinder.com](http://www.taxifarefinder.com)) and Uber car service (rates calculated using Uber fare equation).
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** RTA is the agency which provides bus services within Riverside County's five districts (except the desert areas covered by Sunline Transit). Other private companies may be able to provide transportation, e.g. taxi companies and Uber. Taxis and Uber can become extremely costly as cost is associated with every 1/10<sup>th</sup> of a mile driven for taxis and Uber calculates fares using the equation: *Base Fare + (Cost per minute x ride time) + (Cost per mile x ride distance) + Safe Rides Fee = The Fare*. Uber services are only available through a smart phone application requiring registration per user and a credit card to process payment. This is not a system that is accessible to all Probation clients.

**6. Reasons why my department requires these unique features and what benefit will accrue to the county:** Bus passes are an integral part of providing services to Probation clients in need of transportation assistance. These passes are provided to clients to maximize access to available and/or court-ordered counseling and other referral programs. This cost will be reimbursed from a variety of grant funding sources to provide passes for a variety of available Probation programs.

**7. Period of Performance:** From: 07/01/2015 to 06/30/2020  
(total number of years: 5)

Is this an annually renewable contract?  No  Yes

Is this a fixed-term agreement:  No  Yes

*(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, than the agreement must be submitted to the Board for approval.)*

**8. Identify all costs for this requested purchase. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**

Description:	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Total
Ongoing Costs:	44,700	44,700	44,700	44,700	44,700	223,500
7-Day Pass						
Ongoing Costs:	38,600	38,600	38,600	38,600	38,600	193,000
Day General Pass						
Ongoing Costs:	16,700	16,700	16,700	16,700	16,700	83,500
30-Day General Pass						
Total Costs	100,000	100,000	100,000	100,000	100,000	500,000

*Note: Insert additional rows as needed*

**9. Price Reasonableness:** *(Explain why this price is reasonable or cost effective, and if this service/commodity will be bid out in the future.)* RTA fares and passes for Riverside County serviced areas are fixed route fares. The three bus pass options and pricing purchased by PRARC for this service are:

- a) 1-Day Pass – designed for the occasional rider at \$4.00
- b) 7-Day Pass – provides an affordable alternative to monthly pass at \$16.00
- c) 30-Day Pass – for passengers who travel often on the bus system at \$50.00

As an example, using the rate calculator found on [www.taxifarefinder.com](http://www.taxifarefinder.com) to estimate taxi fare, a short route from Shamrock Avenue, Riverside, CA, 92501 to the Probation office located on 1020 Iowa Avenue in Riverside is projected to be \$10.74 which includes a 15% gratuity. The low fare range is listed at \$9.81 to the higher fare of \$14.85 for this same route.

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**10. Projected Board of Supervisor Date (if applicable):** 10/06/2015

(Form 11s must accompany the sole source request for Purchasing Agent approval.)

*Rosario R. Rull*

**Rosario R. Rull for Mark A. Hake**

*9/18/15*

Department Head Signature  
(or designee)

Print Name

Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Not to exceed: \$ 100,000.00

One time

Annual Amount through 6/30/20

(Date)

*A. Brunell*

*9/23/15*

*16-335*

**Purchasing Agent**

**Date**

**Approval Number**

(Reference on Purchasing Documents)

List Attachments: