

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2008-74**

**Contract for Procurement of Uniforms**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	8/07/08	Discussion/Possible Action	Charles Joseph Division Manager <b>Gary Aviles</b> Project Manager	(206) 398 5200  (206) 398-4445

<b>Contract/Agreement Type:</b>	✓	<b>Requested Action:</b>	✓
Competitive Procurement	✓	Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

**PROJECT NAME**

Sound Transit Operations and Maintenance Uniform Procurement Program

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a three-year contract with two one-year options with Blumenthal Uniform Company, Inc. to procure uniforms and protective clothing for a total authorized contract amount not to exceed \$499,000.

**KEY FEATURES of PROPOSED ACTION**

- This action is to provide uniforms to staff and contracted staff performing operations, maintenance and station agent functions for Sound Transit. This includes Central Link light rail, Tacoma Link, the Agency’s Facilities division staff, and contracted station agents for Sounder commuter rail.
- Uniforms will be for a combined work force of approximately 200 staff. Elements include pants, shirts, ties, safety wear and rain gear. They will have the Sound Transit logo and other branding to clearly identify Sound Transit as the service provider.
- Scope of work includes fitting, alterations, administration, and documenting purchases.
- The contract provides for an initial three-year term with two additional one-year options to extend based on satisfactory performance. The requested amount covers all five years of the contract.

## **BUDGET IMPACT SUMMARY**

There is no action outside of the Board-adopted budget; there are no contingency funds required, no sub area impacts, or funding required from other parties other than what is already assumed in the financial plan.

## **BUDGET and FINANCIAL PLAN DISCUSSION**

The proposed action would authorize the procurement of uniforms for various Sound Transit operating personnel. It would be funded by a combination of transit operations budgets (Tacoma Link, Sounder and Central Link light rail), as well as staff operations budgets (Facilities and Signage and Safety). Until July 2009, the procurements related to Central Link light rail would be funded by the Link start-up budget.

A total of \$109,000 is expected to be spent on this contract in 2008. The breakout of funding for 2008 is highlighted below.

Central Link light rail start-up: Approximately \$54,000 is expected to be spent in 2008 on the contract related to Central Link light rail start-up. The Adopted 2008 Budget for Link start-up includes provisions for \$450,000 to be spent on Materials and Supplies. Approximately \$35,000 has been spent to date.

Sounder: \$29,000 is expected to be spent on station agent uniforms and funded by the Sounder transit operations budget in 2008. The total Materials and Supplies budget for 2008 is \$3.4 million. Of this amount, \$1 million has been spent to date.

Tacoma Link: \$6,000 is expected to be spent on uniforms for Tacoma Link and funded by the Tacoma Link transit operations budget in 2008. The total Materials and Supplies budget for Tacoma Link for 2008 is \$204,218. Of this amount, \$15,000 has been spent to date.

Facilities and Signage: \$8,000 is expected to be spent on uniforms for Facilities and Signage Division personnel in 2008. The total budget for Materials and Supplies for Facilities for 2008 is \$72,050. Of this amount, \$40,000 has been spent to date.

Safety Division: \$14,000 is expected to be spent in 2008 on uniform equipment for staff identified under key features. The total budget for Materials and Supplies for Safety for 2008 is \$44,550. Of this amount, \$2,860 has been spent to date.

Funding for the time period beyond 2008 will be provided through future transit operations, staff operations, Link start-up and Link operation budgets.

## **BUDGET TABLE**

### **Summary for Board Action (X \$1,000)**

Action Item: Execute a contract with Blumenthal Uniform Co., Inc. to provide uniform procurement services for various Sound Transit operating groups.

	(A) 1	(B)	(C)	(D)
	Adopted 2008 Budget	Spent to date in 2008	Contract Expenditures 2008	Remaining 2008 Budget
<b>Current Year Budget</b>				
<b>Sounder Materials and Supplies</b>	3,369	1,019	29	2,320
<b>Tacoma Link Materials and Supplies</b>	204	15	6	183
<b>Facilities and Signage Materials and Supplies</b>	72	40	8	24
<b>Safety Materials and Supplies</b>	45	3	14	28
<b>Link Start-up</b>	450	35	54	361
<b>Link Operations</b>	-	-	-	-
<b>Total</b>	<b>4,139</b>	<b>1,112</b>	<b>110</b>	<b>2,917</b>

Contract Spending Plan	Prior Year(s) Spending	2008 Spending	Future Expenditures	Total
Blumenthal Uniform Co., Inc.- Sounder	-	29	40	69
Blumenthal Uniform Co., Inc.- Tacoma Link	-	6	19	26
Blumenthal Uniform Co., Inc.-Facilities	-	8	34	42
Blumenthal Uniform Co., Inc.-Safety	-	14	37	51
Blumenthal Uniform Co., Inc.- Link Start-up	-	54	82	135
Blumenthal Uniform Co., Inc.-Link Operations	-	-	177	177
<b>Total</b>	<b>-</b>	<b>110</b>	<b>388</b>	<b>499</b>

	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
<b>Contract Budget</b>				
Blumenthal Uniform Co., Inc.	-	-	499	499
Contingency	-	-	-	-
<b>Total Contract</b>	<b>-</b>	<b>-</b>	<b>499</b>	<b>499</b>
<b>Percent Contingency</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>0%</b>

**Notes:**

- <sup>1</sup> Sounder and Tacoma Link transit operations services budgets are found on page 55 and 51 respectively, of Adopted 2008 Budget book; Facilities staff operations budget is included in the Transportation Services budget on page 208 of the Adopted Budget book and Central Link start-up budget, this can be found on page 95 of Adopted 2008 Budget book included in construction phase of project 300 and project 400.

## **SMALL BUSINESS PARTICIPATION**

### **Prime Consultant/Contractor**

Small business goals were waived on this procurement because subcontracting was not feasible. Blumenthal Uniform Company is the prime consultant for this contract and is a small business performing 100% of the contract.

### **EEO Commitment**

Blumenthal Uniform Company has a 65% women and 15% minority work force.

## **PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

King County Metro is responsible for operating Central Link light rail, with Sound Transit responsible for Tacoma Link and Sounder commuter rail. The Agency is also responsible for maintaining all of its facilities delivered through Sound Move. Federal and State safety regulations require that Sound Transit provides protective clothing to these workers.

Additionally, providing uniforms is a requirement of the Intergovernmental Agreement between Sound Transit and King County Metro for Central Link operations and maintenance workers and it is also a contractual requirement for Sounder's station agent services. This action will provide uniforms to agency staff and contracted staff who perform operations, maintenance and station agent functions for the Sound Transit. This includes Central Link light rail, Tacoma Link, the agency's Facilities division staff, and station agents for Sounder Commuter rail.

In late Spring 2008, Sound Transit began a competitive procurement process to select a firm to provide uniforms. The scope of work provides uniform elements for a combined workforce of approximately 200 staff. It also includes fittings, alterations, administration, and documentation of purchases.

A Request for Proposal for procurement of uniforms services was advertised in April 2008. After the evaluation process, it was determined that Blumenthal Uniform Company, Inc. could offer Sound Transit with the best products, resources and expertise.

Sound Transit will provide uniforms on an as-needed basis for the following:

- Central Link light rail: In accordance with the terms and conditions of the Intergovernmental Agreement, Sound Transit is required to design, procure and provide King County Metro staff who will operate and maintain the system under contract.
- Tacoma Link: Since commencing operations in August 2003, Sound Transit has provided uniforms for its own staff. This contract will provide the same uniforms for both Central Link light rail and Tacoma Link.
- Sounder: The new station agents will also have uniforms carrying the Sound Transit branding.
- Sound Transit Facilities: The Agency's staff will be provided with protective clothing.

## **Prior Board/Committee Actions**

None.

## **CONSEQUENCES of DELAY**

The current schedule requires vendors to deliver all uniforms by the middle of August 2008. A delay in taking action on this matter will have the following consequences:

- Central Link light rail: King County Metro is currently hiring staff; a significant number of them will be hired between September and December 2008. If uniforms and protective clothing are not available, Sound Transit will incur additional costs to procure protective clothing on an interim basis until a uniform contract is in place. Furthermore, the temporary procurements may not match the ultimate uniform clothing design and may therefore have to be discarded resulting in unnecessary expenditure.
- Tacoma Link: The current State contract with the uniform provider expired on May 31, 2008. An interim arrangement is in place for the uniform provider to continue service until this new contract is approved and executed.
- Sounder: The station agent program has been in operations since April 4, 2008. These agents do not have the official Sound Transit uniforms as specified in the contract. Delays means agents will continue without an official Sound Transit uniform with the following impacts:
  - Additional costs to provide interim uniform elements.
  - Interim uniform elements do not convey the level of professionalism Sound Transit intended with this program.
- Facilities: No major impact. They will continue to use off the shelf protective clothing as necessary.

## **PUBLIC INVOLVEMENT**

Not applicable to this action.

## **ENVIRONMENTAL COMPLIANCE**

SSK 6-19-08

## **LEGAL REVIEW**

JW 7/31/08

## SOUND TRANSIT

### MOTION NO. M2008-74

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a three-year contract with two one-year options with Blumenthal Uniform Company, Inc. to procure uniforms and protective clothing for a total authorized contract amount not to exceed \$499,000.

#### **Background:**

King County Metro is responsible for operating Central Link light rail, with Sound Transit responsible for Tacoma Link and Sounder commuter rail. The Agency is also responsible for maintaining all of its facilities delivered through Sound Move. Federal and State safety regulations require that Sound Transit provides protective clothing to these workers.

Additionally, providing uniforms are a requirement of the Intergovernmental Agreement between Sound Transit and King County Metro for Central Link operations and maintenance workers and it is also a contractual requirement for Sounder's station agent services. This action will provide uniforms to agency staff and contracted staff who perform operations, maintenance and station agent functions for the Sound Transit. This includes Central Link light rail, Tacoma Link, the agency's Facilities division staff, and station agents for Sounder Commuter rail.

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- Sound Transit Facilities: The Agency's staff will be provided with protective clothing.

**Motion:**

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a three-year contract with two one-year options with Blumenthal Uniform Company, Inc. to procure uniforms and protective clothing for a total authorized contract amount not to exceed \$499,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on August 7, 2008.



Aaron Reardon  
Finance Committee Chair

ATTEST:



Marcia Walker  
Board Administrator