



Motion No. M2023-34

Contract Modification with MSNW Group, LLC, for Agency-wide janitorial and related maintenance services

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience & Operations Committee	05/04/2023	Final action	Suraj Shetty, Executive Director, Operations Presley Morrissey, Director of Facilities Operations Services

Proposed action

Authorizes the chief executive officer to execute a contract modification with MSNW Group, LLC., to provide janitorial services, and related maintenance services in the amount of \$6,736,922 for a new total contract amount of \$14,795,534.

Key features summary

- This action is necessary to provide continued janitorial services for all Tacoma Link stations and Tacoma Link Operations and Maintenance Facility, Sounder Stations and support facilities, ST Express bus facilities maintained by Sound Transit and Union Station campus, a total of 56 facilities.
- The original contract, authorized through Motion No. M2019-39, was for a one-year contract with four one-year options. The contract scope of work includes daily, monthly, semi-annual, and annual janitorial services performed on an approved schedule with set rates and unscheduled work that must be authorized by work order.
- The requested amount will fund contractual changes including the opening of expansion project related facilities, enhanced cleaning requirements in response to the pandemic, prevailing wage increase for King County and three additional day porters to support increased janitorial services related to facility misuse.
- Expansion project related facilities include:
 - Tacoma Link OMF Extension
 - South Bellevue Garage
 - Puyallup Garage
 - Lynnwood City Center Garage
 - Redmond Technology Station Bus Loop & Garage
 - Tacoma Link Hilltop Expansion (6 Tacoma Link Light Rail Stations)
 - Montlake Terrace Garage
 - Shoreline South 148th Street Garage
 - Shoreline North 185th Street Garage

- The amount requested is sufficient to provide continued services through the contracted final option year through May 2024.

Background

The original contract, authorized through Motion No. M2019-39, covered the janitorial costs of 45 facilities. Central Link facilities were not included because they were maintained by King County Metro under the Link Operations and Maintenance Agreement. Staff recently added the ability to use this contract to supplement that service via work orders.

The scope of work includes the cleaning of office space, external walkways, plazas, train platforms, pedestrians' bridges, garages, parking lots, bus loops and shelters, elevators, bike lockers, services for Day Porter Services and Special Event Porter Services (Great Hall) and snow removal and de-icing.

Janitorial work is both scheduled and on-call. On-call work orders are generated through Sound Transit's work order system and includes urgent cleaning that must be done immediately, for example, biohazard and safety issues, such as broken glass.

Procurement information

Prior to issuing the solicitation for these services, Sound Transit considered the project scope, the determining factors for contract award, the need for proposal discussions and revisions and determined that a Request for Proposals procurement method was the most advantageous.

Sound Transit advertised Request for Proposals No. RTA/RP 0610-18 on January 14, 2019. Three firms submitted a proposal, and the proposals were evaluated based on the advertised evaluation criteria including price, knowledge and experience of staff, firm experience and history, capacity and project organization, commitment to and compliance with equal employment opportunity law and partnership strength.

To ensure environmental safety, the contractor is required to use green cleaning products to reduce Sound Transit's chemical footprint. MSNW Group LLC has a strong commitment to protecting the environment.

The contract was awarded on a competitive Request for Proposals basis, where MSNW was determined to be the highest ranked firm and offered the best value to Sound Transit. Option years were included in the awarded contract and the Facilities team has determined that there is a need to exercise the final option year. MSNW's pricing remains fair and reasonable based on the original competition and previously negotiated rates.

Fiscal information

This action will amend the current contract by \$6,736,922 for a new total authorized contract amount not to exceed \$14,795,534 and will be funded from the Services category within the Operations department's annual operating budget. The Services category budget for 2023 is \$55,910,527, of which a total of \$4,205,301 is estimated to be spent from this action for the remainder of 2023 and is within the agency's budget authority.

After approval of this action, sufficient budget remains to cover remaining year expenditures. Funding for the additional years of the contract will be included in future annual operating budget requests. This action does not affect affordability of the long-range financial plan projection.

Operations Department
(in thousands)

Cost Category	2023 Annual	YTD Actuals ²	This Action	YTD Actuals Plus	Remaining Annual
	Operating Budget ¹		(Current Year Impact Only)	Action (Current Year Only)	
Salaries and Benefits	\$47,628	\$10,031	\$	\$10,031	\$37,597
Services	55,911	8,949	4,205	13,154	42,756
Materials and Supplies	22,349	5,299		5,299	17,050
Utilities	9,193	2,449		2,449	6,744
Taxes	2,364	408		408	1,955
Purchased Transportation Services	235,099	58,172		58,172	176,927
Miscellaneous	591	78		78	513
Leases and Rentals	1,273	260		260	1,013
Total Annual Operating Budget	\$374,408	\$85,646	\$4,205	\$89,851	\$284,557

Contract Spending Plan	Forecasted Spend for Remainder of 2023			Total
	Spending to Date ³	2023	Future Spending	
MSNW Group LLC	\$7,242	\$4,205	\$3,349	\$14,796

Contract Detail	Board Approved Contract Value	Proposed Action	Proposed Revised Board Approved Contract Value
MSNW Group LLC	\$8,059	\$6,737	\$14,796
Contract Total	\$8,059	\$6,737	\$14,796

Notes:

¹ 2023 Annual Operating Budget is located on page 59 of the 2023 Financial Plan & Adopted Budget.

² YTD Actuals as of March 31, 2023.

³ Spending to Date as of March 31, 2023.

Disadvantaged and small business participation

Participation by small businesses and disadvantaged business enterprises (DBEs)

Sound Transit promotes and encourages small business participation, which also includes disadvantaged business enterprises (DBEs). Small business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of small businesses/DBEs available to perform such subcontracting work.

Sound Transit did not establish any goal for participation by DBEs and Small Businesses in the work under this Agreement.

Public involvement

Not applicable to this action.

Time constraints

A one-month delay would impact the Facilities Maintenance Division's ability to maintain Sound Transit facilities. The current contract expires on May 31, 2023.

Prior Board/Committee actions

Motion No. M2019-39: Authorized the chief executive officer to execute a one-year contract with four one-year options MSNW Group LLC, to provide agency-wide janitorial services for a total authorized contract amount not to exceed \$8,058,612.

Environmental review – KH 4/17/23

Legal review – DLM 4/21/2023



Motion No. M2023-34

A motion of the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract modification with MSNW Group, LLC., to provide janitorial services, and related maintenance services in the amount of \$6,736,922 for a new total contract amount of \$14,795,534.

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Motion

It is hereby moved by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract modification with MSNW Group, LLC., to provide janitorial services, and related maintenance services in the amount of \$6,736,922 for a new total contract amount of \$14,795,534.

APPROVED by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on _____.

Kristina Walker
Rider Experience and Operations Chair

Attest:

Kathryn Flores
Board Administrator