

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2006-67

Contract for On-Call Electrical and Lighting Services

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	9/7/06	Discussion/Possible Action	Ellen Gustafson, Deputy Director of Transportation Services John Sheldon, Facilities Manager	(206) 398-5094 (206) 398-5053

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	<input checked="" type="checkbox"/>
Sole Source		Amend Existing Contract/Agreement	
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

PROJECT NAME

On-call Electrical and Lighting Services

PROPOSED ACTION

Authorizes the Chief Executive Officer to execute a one-year contract with two one-year options to extend with Sheppard Technologies to provide on-call electrical and lighting services for a total authorized contract amount for the one-year period not to exceed \$300,000.

KEY FEATURES of PROPOSED ACTION

- This action is needed because Sound Transit has a need for a variety of on-call and preventative electrical work on electrical systems, light fixtures and lamp types that are used throughout the agency's facilities.
- The contract defines a scope of work, including on-call electrical work, light fixture and ballast replacement and preventative maintenance. Having an on-call electrical contractor will speed response times for critical electrical and lighting needs and reduce the need to repeatedly procure these services each time they are needed.
- The contract is for one year, expiring September 7, 2007; there are two options to extend the contract for one year each. The requested amount is for the first year only; authority to exercise the options will be requested at a later time.

BUDGET IMPACT SUMMARY

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea 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 provide on-call electrical and lighting services for Sound Transit's facilities. These services are budgeted for within the maintenance of station costs section of the transit operations budgets for each mode. The 2006 budget included \$3.2 million in funding for the maintenance of stations component of the transit operations. Of this amount, \$233,000 was budgeted for electrical and lighting services. Through July 2006, \$42,000 had been committed to these services. The remaining \$191,000 will be used to fund part of the contract with Sheppard Technologies. The rest of the contract will be funded through the 2007 transit operations budget.

BUDGET TABLE

The transit operations budget table appears on page 43 of the Adopted 2006 Budget book. The total 2006 budget for maintenance stations in the Adopted 2006 Budget was \$3.2 million. The impact of this contract extension on the 2006 transit operations budget and future requirements illustrated below:

Summary for Board Action (Year of Expenditure \$000)

Action Item: Execute a contract with Sheppard Technologies to provide on-call electrical and lighting services for various facilities.

Contract Budget	Current Approved Contract Value (A)	Committed to Date (B)	Proposed Action (C)	Proposed Total Contract Value (D)
1 Sheppard Technologies	300	-	-	300
2 Contingency	-	-	-	-
3 Total	300	-	-	300
Sheppard Technologies Contingency	0%	-	-	0%

Contract to be Charged: Transportation Services Department, Account Budget	Current Board Adopted Budget (1)	Committed to Date (2)	2006 Portion Proposed Action (3)	Future Operating Budgets (4)
5 Sounder Commuter Rail	193	35	158	193
6 ST Express Bus	36	6	30	36
7 Tacoma Link Light Rail	4	1	3	4
8 Other Maintenance of Station Costs	2,996	N/A	N/A	N/A
9 Total Phase	3,229	42	191	233

Notes

- 1 Represents the portion of the maintenance of stations budget from page 43 of the Adopted 2006 Budget that is related to electrical and lighting services. The total budget for the maintenance of stations is \$3.2 million for 2006.
- 2 Committed to date per expenditures incurred through July 2006.
- 3 This contract would add \$300k to the expenditure. Of which \$191k would be anticipated to be spent in 2006.
- 4 Represents the amount expected to be included in the 2007 transit operations budget for electrical and lighting services. This amount would be available to fund the remaining balance of the proposed contract.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Prime Consultant/Contractor

- No subcontract goal was set for this project because the intent was for firms to provide all the services based on assigned small contract work orders.
- M/W/DBE and other small businesses were solicited to bid for this contract.
- Sheppard Technologies is a small business.

EEO Commitment

Sheppard Technologies workforce demographics are 8.3% women and 12.5% minorities.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

Sound Transit has a need for a variety of on-call and preventative electrical work; including maintenance on a variety of light fixtures and lamp types that are used throughout the agency's facilities.

On-call electrical and lighting services had previously been procured through a series of bid requests throughout the year. In order to reduce the need to repeatedly procure these services, staff determined that a larger competitively bid procurement done would be prudent. Sheppard Technologies was selected to provide these services through a competitive bid. The scope of the contract includes on-call electrical services, monthly lighting inspections to replace lamps and ballasts, and preventative maintenance work, such as infrared testing and switch gear maintenance.

Preventative electrical and lighting maintenance will increase safety by ensuring appropriate loads on electrical panels and consistent and safe lighting. Spot re-lamping at all facilities is also needed to keep up with lights that fail.

Prior Board/Committee Actions on this Project

None.

CONSEQUENCES of DELAY

A delay beyond September 7, 2006 will negatively impact the agency if an urgent electrical need comes up.

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

Not applicable to this action.

LEGAL REVIEW

JW 8/29/06

SOUND TRANSIT

MOTION NO. M2006-67

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a one-year contract with two one-year options to extend with Sheppard Technologies to provide on-call electrical and lighting services for a total authorized contract amount for the one-year period not to exceed \$300,000.

Background:

Sound Transit has a need for a variety of on-call and preventative electrical work; including maintenance on a variety of light fixtures and lamp types that are used throughout the agency's facilities.

On-call electrical and lighting services had previously been procured through a series of bid requests throughout the year. In order to reduce the need to repeatedly procure these services, staff determined that a larger competitively bid procurement done would be prudent. Sheppard Technologies was selected to provide these services through a competitive bid. The scope of the contract includes on-call electrical services, monthly lighting inspections to replace lamps and ballasts, and preventative maintenance work, such as infrared testing and switch gear maintenance.

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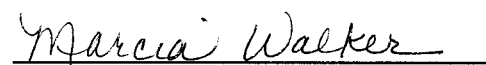
Motion:

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 one-year contract with two one-year options to extend with Sheppard Technologies to provide on-call electrical and lighting services for a total authorized contract amount for the one-year period not to exceed \$300,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 7, 2006.


Fred Butler
Finance Committee Chair

ATTEST:


Marcia Walker
Board Administrator