

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2009-11

Light Maintenance Services Contract for Property Management

| Meeting: | Date: | Type of Action: | Staff Contact: | Phone: |
|-------------------|--------------|----------------------------|--|--------------------------------------|
| Finance Committee | 2/5/09 | Discussion/Possible Action | Bonnie Todd, Transportation Services Director. Nancy Bennett, Property Manager | (206) 398-5367 (206) 398-5401 |

| Contract/Agreement Type: | ✓ | Requested Action: | ✓ |
|--------------------------------------|----------|-----------------------------------|----------|
| 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

Light Maintenance Services Contract

PROPOSED ACTION

Authorizes the chief executive officer to execute the option to extend the contract with Plantscapes for one year in the amount of \$200,000 to provide light maintenance contract services for a new total authorized contract amount not to exceed \$400,000.

KEY FEATURES of PROPOSED ACTION

- The scope of work includes but is not limited to the following: janitorial services, graffiti removal, signage installation and window boarding.
- Light maintenance services under this contract cover properties not yet in revenue service and not in active capital construction, as well as properties that are being held for sale.
- The original contract was within CEO's delegated authority and provided a one-year term with one additional one-year option to extend.

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 will be funded from Net Non-Operating Expenses budget. The Proposed 2009 Budget for Net Non-Operating Expenses included a total of \$15,959,434. Estimated expenses for the proposed action in 2009 are approximately \$150,000. Budget authority for future expenses will be included in the years beyond 2009. The impact of the proposed action is illustrated in the table below:

BUDGET TABLE

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

Action Item: Execute a contract with Plantscape to provide light maintenance services to Sound Transit's non-operating properties.

| | Proposed 2009 Budget (1) | Contract Expenditures 2009 | Remaining 2009 Budget |
|----------------------------|--------------------------------|----------------------------------|--------------------------|
| Current Year Budget | | | |
| Net Non-operating Expenses | 15,959 | 250 | 15,709 |
| Total | 15,959 | 250 | 15,709 |

| Contract Spending Plan | Prior Year(s) Spending | Contract Expenditures 2009 | Future Expenditures | Total |
|------------------------|---------------------------|----------------------------------|------------------------|-------|
| Plantscapes | 85 | 250 | 65 | 400 |
| Total | - | | 65 | 400 |

| | Current Approved Contract Value | Proposed Action | Proposed Total Contract Value |
|-----------------|---------------------------------------|-----------------|----------------------------------|
| Contract Budget | | | |
| Plantscapes | 200 | 200 | 400 |
| Contingency | - | - | - |
| Total Contract | 200 | 200 | 400 |

Notes:

¹ Represent funding budget for the proposed action. The Net Non-operating Expenses can be found on page 22 of the Proposed 2009 Budget book.

SMALL BUSINESS PARTICIPATION

Prime Consultant/Contractor

Plantscapes, the prime consultant, is a Small Business and anticipates self-performing up to 90% of this contract as there are minimal opportunities for subcontracting. Plantscapes is committed to a 50% Small Business goal.

Equal Employment Workforce Profile

Plantscapes' workforce demographics are 44% women and 37% minorities.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

Sound Transit Property Management manages over 18 miles of railroad way and 200 properties. The properties covered in this scope of work include ones being held for sale, not yet in revenue service, or not in active construction. Sound Transit strives to be a good neighbor to the communities in which it owns property and to properly maintain these properties at all times. This contractor will perform janitorial services, graffiti removal, signage installation and window boarding in order to achieve this goal.

Analysis of Contracting Out vs. Performing In-House

Due to the work needed, including specialized certifications and equipment and the varying types of work, outsourcing is the most economical choice. A major portion of this contract is for service on an on-call basis.

The geographic area covered by this contract as well as the fact service is often required simultaneously necessitates the use of a contractor.

Prior Board/Committee Actions

None

CONSEQUENCES of DELAY

A significant delay beyond March would impede maintaining property to Sound Transit standards.

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

SSK 12-30-08

LEGAL REVIEW

LA 1/15/09

SOUND TRANSIT

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A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute the option to extend the contract with Plantscapes for one year in the amount of \$200,000 to provide light maintenance contract services for a new total authorized contract amount not to exceed \$400,000.

Background:

Sound Transit Property Management manages over 18 miles of railroad way and 200 properties. The properties covered in this scope of work include ones being held for sale, not yet in revenue service, or not in active construction. Sound Transit strives to be a good neighbor to the communities in which it owns property and to properly maintain these properties at all times. This contractor will perform janitorial services, graffiti removal, signage installation and window boarding in order to achieve this goal.

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Due to the work needed, including specialized certifications and equipment and the varying types of work, outsourcing is the most economical choice. A major portion of this contract is for service on an on-call basis. The geographic area covered by this contract as well as the fact service is often required simultaneously necessitates the use of a contractor.

Motion:

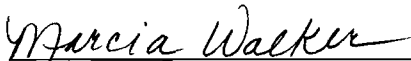
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute the option to extend the contract with Plantscapes for one year in the amount of \$200,000 to provide light maintenance contract services for a new total authorized contract amount not to exceed \$400,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on February 5, 2009.



Fred Butler
Finance Committee Vice Chair

ATTEST:



Marcia Walker
Board Administrator