

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2009-66

Power Washing Services at Certain Sound Transit Locations

| Meeting: | Date: | Type of Action: | Staff Contact: | Phone: |
|-------------------|--------------|----------------------------|--|----------------------------------|
| Finance Committee | 8/6/09 | Discussion/Possible Action | Bonnie Todd, Director Loren Steel, Project Manager | (206) 398-5367 (206) 398-5446 |

| 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

Power Washing Services at Certain Sound Transit Locations

PROPOSED ACTION

Authorizes the chief executive officer to execute a one-year contract with four, one-year options with Buenavista Services, Inc. to provide pressure washing services at certain Sound Transit locations for a total authorized contract amount not to exceed \$416,847.

KEY FEATURES of PROPOSED ACTION

- The contract will provide pressure washing services at Tacoma Link stations, Sounder stations, ST Express facilities maintained by Sound Transit, and Union Station. Central Link facilities are not covered under this contract; they are maintained by King County.
- The scope of work in this contract includes monthly pressure washing of platforms, pedestrian walkways, benches and trash receptacles. It also covers biannual cleaning of exterior walls, stairs and hand rails, canopies, platform shelters, and pedestrian bridges.
- The total contract amount covers the first year and all four option years.

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 a contract for power washing services at certain Sound Transit facilities for a contract term of one year with four, one-year options. The sites include Tacoma Link, Sounder Stations and ST Express facilities which would be charged to their respective transit operations budgets. The scope of the contract also includes the Union Station administrative facility, which is covered by the Union Station staff budget. This work is budgeted within the Maintenance of Stations and Facilities budgets.

For 2009, the Maintenance of Stations and Facilities budgets in transit operations totals \$239,000 for Tacoma Link, \$927,000 for Sounder and \$1,044,000 for ST Express. The scope of the contract would call for approximately \$27,000 worth of work across all ST facilities in 2009. This work is affordable within the current budget and commitments.

For work beyond 2009, this scope of work will be included within the respective transit operations budget and the Union Station budget for all years covered by this contract.

BUDGET TABLE

The impact of the proposed action on the operations budgets is illustrated in the table below:

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

Action Item: Execute a contract with Buenavista Services, Inc. to provide power washing services for certain ST facilities.

| Current Year Budget | Adopted 2009 Budget (1) | Spent to date in 2009 | Contract Expenditures 2009 | Future Spending |
|---|--------------------------------|------------------------------|-----------------------------------|------------------------|
| Sounder, Maintenance of Stations | 927 | 249 | 10 | 144 |
| ST Express, Maintenance of Stations | 1,044 | 307 | 15 | 222 |
| Tacoma Link, Maintenance of Stations | 239 | 73 | 1 | 12 |
| Union Station Maintenance | 388 | 138 | 1 | 12 |
| Total | 2,598 | 767 | 27 | 390 |

| Contract Spending Plan | Prior Year(s) Spending | 2009 Spending | Future Expenditures | Total |
|-------------------------------|-------------------------------|----------------------|----------------------------|--------------|
| Buenavista Services | - | 27 | 390 | 417 |
| Total | - | 27 | 390 | 417 |

| Contract Budget | Current Approved Contract Value | Spent to Date | Proposed Action | Proposed Total Contract Value |
|------------------------|--|----------------------|------------------------|--------------------------------------|
| Buenavista | - | | 417 | 417 |
| Contingency | - | - | - | - |
| Total Contract | - | - | 417 | 417 |

Notes:

¹ Represents funding budgets for the proposed action. The budgets are included in the Adopted 2009 Budget book. The Commuter Rail maintenance budget is on page 60. The ST Express maintenance budget is on page 64. The Tacoma Link maintenance budget is on page 52. The maintenance budget for Transportation Operations Staff is on page 222.

SMALL BUSINESS PARTICIPATION

Buenavista Services, Inc. is a Minority Business Enterprise (MBE) and self performs all of their work.

Equal Employment Workforce Profile (% Women/People of Color)

Of the 27 Buenavista team members, 96% are people of color/minorities and 48% are women.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

Current janitorial contracts include monthly power washing of trash containers, sidewalks, platforms and parking lots at Sound Transit facilities. This scope of work will be removed from current janitorial contracts with a corresponding reduction in costs. Power washing of canopies or structures is not included in current janitorial contracts.

The requirement for more frequent and extensive power washing services provided separately from janitorial contracts is due to:

- The increase in the number of stations and ridership which requires more cleaning time and greater frequency than in the past.
- The need for more thorough cleaning of some facility components not normally addressed in janitorial contracts.
- The current scope of work demanding more than part time attention from workers dedicated to other cleaning duties.
- The need for special equipment and operator training which is not typically a core competency for most janitorial companies.
- Greater attention to environmental sustainability and pollution prevention that has an effect on water conservation and use of appropriate supplies which is not addressed in current specifications.

In February 2009, an Invitation to Bid (IFB) was advertised for scheduled and on-call facility power washing services at Union Station, Tacoma Link, Sounder Stations and ST Express transit centers. The scope of the bid included monthly pressure washing of platforms, pedestrian walkways, benches and trash receptacles. The IFB also covered twice annual cleaning of exterior walls, stairs and handrails, canopies, platform shelters, and pedestrian bridges. The contract is for one year with four one-year options. The total Independent Cost Estimate (ICE) for the first year is \$175,600 with \$168,600 for scheduled cleaning and \$7,000 for on call. The ICE for the total contract period is \$923,011.29.

Fourteen bids were submitted on March 24, 2009. All but two bids were higher in cost than the Independent Cost Estimate. The low bid is \$416,847. Sound Transit received a bid protest from one of the unsuccessful bidders. The protest was initially denied by the Contracts Manager and then by the Deputy Chief Executive Officer, both on the advice of the Legal Department. Since no action was filed in King County Superior Court, the agency is authorized to enter into a contract with the low bidder.

Analysis of Contracting Out Vs. Performing In-House

Performing this work in-house is not practical at this time due to equipment costs and storage as well as the need for full-time staffing. Using current costs for equipment, operations, storage, supplies and prevailing wages and allowing an annual increase of 3% per year, the five-year cost to conduct this work in-house is approximately \$500,798. The cost for performing the work with a contractor is \$416,847 (the lowest of 14 bids). The five year cost saving of using the lowest bidder would be about \$83,951.

Prior Board/Committee Actions

None

CONSEQUENCES of DELAY

A delay in approval of this contract would not have major consequences.

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

SSK 7-02-09

LEGAL REVIEW

LA 7/30/09

SOUND TRANSIT

MOTION NO. M2009-66

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 four, one-year options with Buenavista Services, Inc. to provide pressure washing services at certain Sound Transit locations for a total authorized contract amount not to exceed \$416,847.

Background:

Current janitorial contracts include monthly power washing of trash containers, sidewalks, platforms and parking lots at Sound Transit facilities. This scope of work will be removed from current janitorial contracts with a corresponding reduction in costs. Power washing of canopies or structures is not included in current janitorial contracts.

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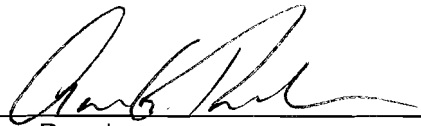
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Performing this work in-house is not practical at this time due to equipment costs and storage as well as the need for full-time staffing. Using current costs for equipment, operations, storage, supplies and prevailing wages and allowing an annual increase of 3% per year, the five-year cost to conduct this work in-house is approximately \$500,798. The cost for performing the work with a contractor is \$416,847 (the lowest of 14 bids). The five year cost saving of using the lowest bidder would be about \$83,951.

Motion:

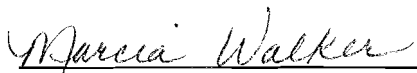
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a one-year contract with four, one-year options with Buenavista Services, Inc. to provide pressure washing services at certain Sound Transit locations for a total authorized contract amount not to exceed \$416,847.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on August 6, 2009.



Aaron Reardon
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator