



MOTION NO. M2010-49
System-Wide Janitorial Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	4/15/10	Final Action	Bonnie Todd, Executive Director Loren Steel, Facilities Maintenance Manager	(206) 398-5367 (206) 398-5446

PROPOSED ACTION

Authorizes the chief executive officer to execute a one-year contract with four one-year options with Buenavista Services Inc. to provide system-wide janitorial services for Union Station and Sound Transit facilities not maintained through agreements with partner transit agencies, for a total authorized contract amount not to exceed \$2,241,144.

KEY FEATURES

- The contract covers facilities for ST Express, Sounder, and Tacoma Link facilities. Central Link facilities are not covered under this contract because they are maintained through an agreement with King County Metro.
- The scope of work includes daily office cleaning; carpet cleaning and window washing; cleaning and trash removal at transit platforms and facilities; and cleaning of Tacoma Link light rail vehicles and as-needed cleaning of non-revenue fleet vehicles.
- The amount requested is sufficient to cover the one-year contract and all four one-year options.

PROJECT DESCRIPTION

Sound Transit is responsible for janitorial maintenance at 29 facilities used by ST Express, Sounder and Tacoma Link.

FISCAL INFORMATION

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

	Adopted 2010 Budget (1)	Spent to date in 2010	2010 Remaining Budget
Current Year Maintenance of Stations Budget			
Sounder commuter rail Janitorial Services	168	13	155
ST Express bus Janitorial Services	194	13	181
Tacoma Link light rail Janitorial Services	20	2	18
Other Maintenance of Stations	2,310	53	2,257
Total Transit Ops maintenance of station budget	2,692	81	2,611

Union Station Janitorial Services Budget	127	9	118
Other Maintenance	96	18	78
Total Union Station maintenance budget	223	27	196

Contract Spending Plan	Prior Year(s) Spending	2010 Spending	Future Expenditures	Total
Buenavista Services Inc., Sounder portion		105	679	784
Buenavista Services Inc., ST Express portion		106	686	792
Buenavista Services Inc., Tacoma Link portion		16	104	120
Buenavista Services Inc., union Station portion		73	472	545
Total	-	300	1,941	2,241

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Buenavista Services Inc.	-	-	2,241	2,241
Contingency	-	-	-	-
Total Contract	-	-	2,241	2,241
Percent Contingency	-	-	0%	0%

Notes:

The maintenance of stations budget for Sounder, ST Express, and Link light rail can be found on page 18 of the Proposed 2010 Budget book. The operations staff maintenance budget can be found on page 86 of 2010 Proposed budget book.

Estimated costs for later years will be included in future annual budgeting process.

SMALL BUSINESS PARTICIPATION

Sound Transit Goal: 25%

Committed goal: 100%; Buenavista Services Inc., is a Minority Business Enterprise.

EQUAL EMPLOYMENT WORKFORCE PROFILE

Buenavista has 24 employees; 42% are women; 88% are minorities.

BACKGROUND

There are seven existing janitorial contracts managed by the Facilities Maintenance Division that will expire or be cancelled and replaced upon approval of this single contract. The scope of work in this contract will encompass all of the facilities and scopes of work in the previous contracts.

Buenavista Services Inc. is currently providing janitorial services at East King County ST Express transit centers, Pierce County Sounder stations, ST Express transit centers, Union Station, Weller Street Bridge, and King Street Station platform pursuant to an interim contract for a not-to-exceed amount of \$48,000. The interim contract was issued to ensure that janitorial services continued uninterrupted, until the new Agency-wide contract was in place. If the Board approves this action, the interim contract will be replaced by the approved contract. If the Board does not approve this recommendation for award of contract, the interim contract will be extended to allow re-procurement of these services.

Sound Transit's historical janitorial maintenance costs were used to prepare the Independent Cost Estimate (ICE) for the Invitation For Bid process. Of the ten bids received, four were below the ICE and Buenavista Services Inc. submitted the lowest, responsive and responsible bid and is 37% below the ICE.

Analysis of Contracting Out vs. Performing In-House

Performing janitorial service with Sound Transit employees is not a practical option due to the high initial cost to acquire and maintain equipment and establish a maintenance and storage facility. Equipment required would include a variety of trucks, floor scrubbing/buffing equipment, and hand and power tools.

ENVIRONMENTAL COMPLIANCE

SSK 3/24/10

TIME CONSTRAINTS

A delay in approval of this contract could result in a shortened time frame for the selected contractor to mobilize staffing, equipment, supplies and organize work schedules relative to the start of service for stations not previously served.

LEGAL REVIEW

LA 4/9/10

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A motion of the Operations and Administration 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 system-wide janitorial services for Union Station and Sound Transit facilities not maintained through agreements with partner transit agencies, for a total authorized contract amount not to exceed \$2,241,144.

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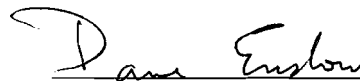
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MOTION:

It is hereby moved by the Operations and Administration 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 system-wide janitorial services for Union Station and Sound Transit facilities not maintained through agreements with partner transit agencies, for a total authorized contract amount not to exceed \$2,241,144.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 15, 2010.



Dave Enslow

Operations and Administration Committee Chair

ATTEST:



Marcia Walker
Board Administrator