



**MOTION NO. M2010-50**  
**System-Wide Landscape Maintenance Services**

<b>MEETING:</b>	<b>DATE:</b>	<b>TYPE OF ACTION:</b>	<b>STAFF CONTACT:</b>	<b>PHONE:</b>
Operations and Administration Committee	4/15/10	Final Action	Bonnie Todd, Executive Director <b>Loren Steel, Facilities Maintenance Manager</b>	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 Vinson Brothers Corporation to provide system-wide landscape maintenance 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 \$931,718.

**KEY FEATURES**

- The contract covers 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 mowing, weeding, edging, pruning, fertilization, watering and irrigation system maintenance, mulch replacement, rockery maintenance, and removal of landscape debris and trash for 25 facilities.
- Landscaping services not included in this contract are Sound Transit facilities maintained by agreements with our partner transit agencies.
- The amount requested is sufficient to cover the one-year contract and all four one-year options.

**PROJECT DESCRIPTION**

Sound Transit is currently responsible for landscape maintenance at 21 facilities used by ST Express, Sounder and Tacoma Link. An additional four facilities will begin service during the contract term for a total of 25 facilities covered by this contract.

**FISCAL INFORMATION**

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

Current Year Budget	Adopted 2010 Budget (1)	Spent to date in 2010	2010 Remaining Budget
Sounder commuter rail landscaping	114	6	108
ST Express bus landscaping	87	6	81
Tacoma Link light rail landscaping	9	1	8
Other Maintenance of Stations	2,482	68	2,414
<b>Total</b>	<b>2,692</b>	<b>81</b>	<b>2,611</b>

Contract Spending Plan	Prior Year(s) Spending	2010 Spending	Future Expenditures	Total
Vinson Brothers, Sounder portion		55	453	508
Vinson Brothers, ST Express portion		42	345	387
Vinson Brothers, Tacoma Link portion		4	33	37
<b>Total</b>	<b>-</b>	<b>101</b>	<b>831</b>	<b>932</b>

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Vinson Brothers, Sounder portion	-	-	932	932
Contingency	-	-	-	-
<b>Total Contract</b>	<b>-</b>	<b>-</b>	<b>932</b>	<b>932</b>
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.

Future years will be added to the transit operations budgets for those years.

**SMALL BUSINESS PARTICIPATION**

Sound Transit Goal: 0%

Committed goal: 100%; Vinson Brothers Corporation is a Disadvantaged Business Enterprise.

**EQUAL EMPLOYMENT WORKFORCE PROFILE**

24 employees; 12% women; 88% minorities.

**BACKGROUND**

Over the past year, the Facilities Maintenance Division has been consolidating landscaping contracts in preparation for the award of a system-wide contract. Previously, the division managed three landscaping contracts. Those contracts have expired or will expire and be replaced with the approval of this contract. Sound Transit’s historical landscape maintenance costs were used to prepare the Independent Cost Estimate (ICE) for the Invitation For Bid process. Of the seven bids received, three were below the ICE. Vinson Brothers Corporation submitted the lowest responsive and responsible bid and was 45% below the ICE.

Analysis of Contracting Out vs. Performing In-House

Performing landscape maintenance service with Sound Transit employees is not a practical option at this time due to the high initial cost to acquire and maintain equipment. Equipment required would include a variety of trucks, mowers, and hand and power tools. Such services would also require a maintenance shop and suitable storage for equipment and supplies. Hiring and management of employees is complicated because of the seasonal fluctuation of the work.

### **ENVIRONMENTAL COMPLIANCE**

SSK 3/25/10

### **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 the spring growing season.

### **LEGAL REVIEW**

LA 4/7/10

**MOTION NO. M2010-50**

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 Vinson Brothers Corporation to provide system-wide landscape maintenance 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 \$931,718.

**BACKGROUND:**

The contract covers 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 mowing, weeding, edging, pruning, fertilization, watering and irrigation system maintenance, mulch replacement, rockery maintenance, and removal of landscape debris and trash for 25 facilities. The amount requested is sufficient to cover the one-year contract and all four one-year options.

Over the past year, the Facilities Maintenance Division has been consolidating landscaping contracts in preparation for the award of a system-wide contract. Previously, the division managed three landscaping contracts. Those contracts have expired or will expire and be replaced with the approval of this contract. Sound Transit's historical landscape maintenance costs were used to prepare the Independent Cost Estimate (ICE) for the Invitation For Bid process. Of the seven bids received, three were below the ICE. Vinson Brothers Corporation submitted the lowest responsive and responsible bid and was 45% below the ICE.

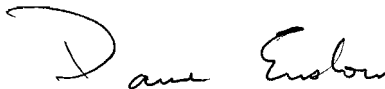
Analysis of Contracting Out vs. Performing In-House

Performing landscape maintenance service with Sound Transit employees is not a practical option at this time due to the high initial cost to acquire and maintain equipment. Equipment required would include a variety of trucks, mowers, and hand and power tools. Such services would also require a maintenance shop and suitable storage for equipment and supplies. Hiring and management of employees is complicated because of the seasonal fluctuation of the work.

**MOTION:**

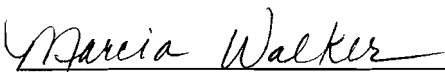
It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a one-year contract with four one-year options with Vinson Brothers Corporation to provide system-wide landscape maintenance 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 \$931,718.

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