

MOTION NO. M2010-62**Agency-wide Signage Maintenance Services Contract**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	6/17/10	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 Young Electric Sign Company to provide agency-wide signage maintenance services for ST Express, Sounder, Central Link, and Tacoma Link facilities for a total authorized contract amount not to exceed \$761,939.

KEY FEATURES

- The scope of work for this sign maintenance contract includes sign repairs, sign cleaning (semi-annual), service changes (three times per year), and on-call services at 44 facilities.
- The scope of work also includes the fabrication of signs related to service changes, replacement signage, and new signs if regulatory requirements deem them necessary.
- The contract amount is sufficient to cover the one-year contract and all four one-year options.

PROJECT DESCRIPTION

Sound Transit has 44 ST Express, Sounder, Central Link, and Tacoma Link facilities that have informational signage. The signs are mounted on walls, posts, or suspended overhead. The contract does not include any electrical signage. The signs provide customer information about area and system maps, directions, facility locations, parking and regulatory requirements.

Signs are posted throughout the system at stations, park-and-ride lots, freeway stations, and other locations. In addition, the service change signage for routes in the Downtown Seattle Transit Tunnel are provided to King County for their installation.

BACKGROUND

Currently, there are two signage maintenance contracts managed by the Facilities Maintenance division. These contracts will expire in 2010. This action, if approved, will consolidate all signage maintenance work into one contract.

Sound Transit's historical maintenance costs, with an escalation of 3% for follow-on years, were used to prepare the Independent Cost Estimate (ICE) for the Invitation for Bid process. Of the three bids received, two were higher than the ICE, and one was competitive with the ICE. Young Electric Sign Company submitted the lowest responsive and responsible bid.

Analysis of Contracting Out vs. Performing In-House

Performing signage maintenance service with Sound Transit employees is not a practical option at this time due to the need for sporadic on-call services; production of replacement signs requiring special skills and equipment; and the need for vehicles, tools, and a maintenance facility. Hiring and management of employees to perform this service in house would be complicated by an inconsistent work load. ST would need to hire employees during peak work load periods and then lay them off until the next peak work load.

FISCAL INFORMATION

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

Action Item: Signage Contract with Young Electric Sign Company to provide agency-wide signage maintenance services.

Current Year Facilities Maintenance Budget	Adopted 2010 Budget (1)	Spent to date in 2010	2010 Remaining Budget
Sounder Commuter Rail signage budget	35	4	31
ST Express Bus signage budget	42	3	39
Tacoma Link light Rail signage budget	6	-	6
Other services budget	2,592	224	2,368
Total Transit Ops Facilities maintenance budget	2,675	231	2,444

Union Station Maintenance budget	492	65	427
Total Union Station maintenance budget	492	65	427

Contract Spending Plan	Prior Year(s) Spending	2010 Spending	Future Expenditures	Total
Sounder Commuter Rail spending plan		30	271	301
ST Express Bus spending plan		39	352	391
Tacoma Link light Rail spending plan		5	45	50
Union Station		2	18	20
Total	-	76	686	762

Contract Budget	Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
	-	-	762	762
Contingency	-	-	-	-
Total Contract	-	-	762	762
Percent Contingency	-	-	0%	0%

Notes:

The maintenance of stations budget for Sounder, ST Express, and Tacoma Link light rail can be found on page 18 of the 2010 Adopted Budget book. Union Station maintenance budget is a part of Operations Staff Operating budget, which can be found on page 88 of 2010 Adopted Budget book.

SMALL BUSINESS PARTICIPATION

There was no small business goal for this procurement.

EQUAL EMPLOYMENT WORKFORCE PROFILE

1,426 employees: 17.7% women; 19% minorities.

ENVIRONMENTAL COMPLIANCE

JI 5/27/2010

TIME CONSTRAINTS

A one-month delay will not create a significant impact to signage maintenance because the semi-annual work is not scheduled until fall 2010 and the service changes are scheduled for October 2010. Any on-call services required in this one-month period can be covered with small procurements until the contract is executed.

LEGAL REVIEW

JW 6/10/10

MOTION NO. M2010-62

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 Young Electric Sign Company to provide agency-wide signage maintenance services for ST Express, Sounder, Central Link, and Tacoma Link facilities for a total authorized contract amount not to exceed \$761,939.

BACKGROUND:

Sound Transit has 44 ST Express, Sounder, Central Link, and Tacoma Link facilities that have informational signage. The signs are mounted on walls, posts, or suspended overhead. The contract does not include any electrical signage. The signs provide customer information about area and system maps, directions, facility locations, parking and regulatory requirements. Signs are posted throughout the system at stations, park-and-ride lots, freeway stations, and other locations. In addition, the service change signage for routes in the Downtown Seattle Transit Tunnel are provided to King County for their installation.

Currently, there are two signage maintenance contracts managed by the Facilities Maintenance division. These contracts will expire in 2010. This action, if approved, will consolidate all signage maintenance work into one contract.

The scope of work for this sign maintenance contract includes sign repairs, sign cleaning (semi-annual), service changes (three times per year), and on-call services at 44 facilities. The scope of work also includes the fabrication of signs related to service changes, replacement signage, and new signs if regulatory requirements deem them necessary. The contract amount is sufficient to cover the one-year contract and all four one-year options.

Sound Transit's historical maintenance costs, with an escalation of 3% for follow-on years, were used to prepare the Independent Cost Estimate (ICE) for the Invitation for Bid process. Of the three bids received, two were higher than the ICE, and one was competitive with the ICE. Young Electric Sign Company submitted the lowest responsive and responsible bid.

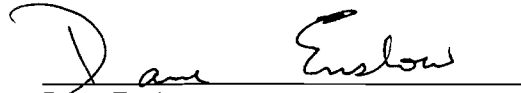
Analysis of Contracting Out vs. Performing In-House

Performing signage maintenance service with Sound Transit employees is not a practical option at this time due to the need for sporadic on-call services; production of replacement signs requiring special skills and equipment; and the need for vehicles, tools, and a maintenance facility. Hiring and management of employees to perform this service in house would be complicated by an inconsistent work load. ST would need to hire employees during peak work load periods and then lay them off until the next peak work load.

MOTION:

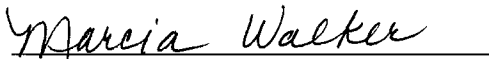
It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a one-year contract with four one-year options with Young Electric Sign Company to provide agency-wide signage maintenance services for ST Express, Sounder, Central Link, and Tacoma Link facilities for a total authorized contract amount not to exceed \$761,939.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on June 17, 2010.

A handwritten signature in cursive script, reading "Dave Enslow", written over a horizontal line.

Dave Enslow
Operations and Administration Committee Chair

ATTEST:

A handwritten signature in cursive script, reading "Marcia Walker", written over a horizontal line.

Marcia Walker
Board Administrator