

MOTION NO. M2012-43
Elevator Maintenance and On-Call Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	07/05/12	Final Action	Bonnie Todd, Executive Director of Operations John Weston, Facilities Manager	206-398-5367 206-398-5476

PROPOSED ACTION

Authorizes the chief executive officer to execute a one-year contract with four one-year options with Eltec Systems, LLC, to provide routine elevator maintenance, monitoring, and on-call services for a total authorized contract amount not to exceed \$765,700.

KEY FEATURES

- This action will provide Sound Transit with maintenance and on-call services for Sound Transit elevator systems, excluding elevators at Central Link stations.
- The contract scope of work with Eltec Systems, LLC, includes preventative and corrective maintenance as well as on-call services for 24 elevators owned by Sound Transit. The contract also allows for the addition and deletion of service as needed.
- The amount covers the one-year contract and the four one-year options.

PROJECT DESCRIPTION

The Facilities Division is responsible for the management of all Sound Transit facilities to ensure that they are properly maintained, cleaned and safe for the general public. Elevator maintenance and monitoring is one of the key responsibilities of the Facilities Division to ensure ADA accessibility at all Sound Transit facilities.

FISCAL INFORMATION

The proposed action is funded through the station maintenance budgets for Sounder, ST Express, and Union Station. The budget for elevator maintenance is included in the Service Delivery Facilities Maintenance budgets for Sounder and ST Express. The elevator budget for Union Station is included in the Operations staff budget reserved for Maintenance. Facilities Maintenance budget for Sounder and ST Express can be found on page 48 and 53 of the 2012 Adopted Budget book, respectively. The maintenance budget for Operations can be found on page 103 of the 2012 Adopted Budget book.

Action Item: Contract with Eltec Systems, LLC to provide elevator maintenance and monitoring services for various Sound Transit facilities.

Current Year Operations Maintenance Budget	Adopted 2012 Budget	Spent and Committed to date in 2012	Contract Expenditures 2012	Remaining 2012 Budget
Sounder Facilities Maintenance	980	921	47	12
ST Express Facilities Maintenance	1,673	1,629	34	10
Total Service Delivery Facilities Maintenance	2,653	2,550	81	22
Operations Staff Maintenance Budget	10	4	5	1
Total Operations Maintenance	2,663	2,554	86	23

Contract Spending Plan	Prior Year(s) Spending	2012 Spending	Future Spending	Total
Eltec Systems, LLC		86	680	766

Contract Budget	Approved	Spent to Date	Proposed Action	Contract Value
Eltec Systems, LLC	-	-	766	766
Contingency	-	-	-	-
Total Contract	-	-	766	766
Percent Contingency	-	-	0%	0%

SMALL BUSINESS PARTICIPATION

Eltec Systems, LLC is a small business and will perform 100% of the work.

EQUAL EMPLOYMENT WORKFORCE PROFILE

33 employees; 20% women; and 0% people of color.

BACKGROUND

The existing contract for elevator maintenance was authorized by the Board in 2007 and expires on October 31, 2012. A Request for Proposals (RFP) was advertised in April 2012 because current contract funds were only sufficient to cover elevator maintenance through May 2012. To continue elevator maintenance until a new elevator service contract could be authorized by the Board, a Limited Notice to Proceed (LNTP) was issued on June 1, 2012.

The shortfall in the current contract is due to higher than expected expenditures for vandalism, component replacement due to obsolescence, and unscheduled repairs that have occurred over the last five years. In addition, since 2007 four new stations with a total of eight new elevators were added to the contract. The new stations in Everett, Issaquah, Lakewood and Mountlake Terrace each have two elevators.

Upon approval by the Board, the formal contract will be executed and the LNTP canceled. Total expenditures under the LNTP will not exceed the CEO's authority.

Of the four vendors that responded to the RFP, Eltec Systems was selected as the top ranked proposer presenting the best value to Sound Transit.

ENVIRONMENTAL COMPLIANCE

Jl 6/15/2012

PRIOR BOARD/COMMITTEE ACTIONS

None.

TIME CONSTRAINTS

A one month delay will not immediately impact Sound Transit's ability to meet elevator maintenance needs.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

JW 6/28/12

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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 Eltec Systems, LLC, to provide routine elevator maintenance, monitoring, and on-call services for a total authorized contract amount not to exceed \$765,700.

BACKGROUND:

The existing contract for elevator maintenance was authorized by the Board in 2007 and expires on October 31, 2012. A Request for Proposals (RFP) was advertised in April 2012 because current contract funds were only sufficient to cover elevator maintenance through May 2012. To continue elevator maintenance until a new elevator service contract could be authorized by the Board, a Limited Notice to Proceed (LNTTP) was issued on June 1, 2012.

The shortfall in the current contract is due to higher than expected expenditures for vandalism, component replacement due to obsolescence, and unscheduled repairs that have occurred over the last five years. In addition, since 2007 four new stations with a total of eight new elevators were added to the contract. The new stations in Everett, Issaquah, Lakewood and Mountlake Terrace each have two elevators.

Upon approval by the Board, the formal contract will be executed and the LNTTP canceled. Total expenditures under the LNTTP will not exceed the CEO's authority.

Of the four vendors that responded to the RFP, Eltec Systems was selected as the top ranked proposer presenting the best value to Sound Transit.


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 Eltec Systems, LLC, to provide routine elevator maintenance, monitoring, and on-call services for a total authorized contract amount not to exceed \$765,700.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 5, 2012.


John Marchione
Operations and Administration Committee Vice Chair

ATTEST:


Marcia Walker
Board Administrator