

MOTION NO. M2013-52

Contract for Signage Maintenance

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	7/18/13	Final Action	Bonnie Todd, Operations Executive Director Michael Miller, Customer Facilities and Accessible Services Manager	(206) 398-5367 (206) 689-4927

PROPOSED ACTION

Authorizes the chief executive officer to execute a two-year contract with three one-year options to extend with Young Electric Sign Company to provide signage maintenance services for ST Express, Sounder, and Link facilities for a total authorized contract amount not to exceed \$778,269.

KEY FEATURES SUMMARY

- A total of 44 operating facilities will be covered under this contract.
- The contract allows for the addition of new facilities as they are placed into operations.
- The scope of work includes:
 - One major and one minor maintenance cycle (twice yearly) of cleaning, inspecting and repairing system-wide; and
 - Providing on-call signage maintenance services.
- The amount requested is sufficient to cover the two-year contract and the three one-year options.

BACKGROUND

Sound Transit has 44 ST Express, Sounder, Central Link, and Tacoma Link facilities with informational signage. This contract will provide signage maintenance and repair services for those facilities. Types of signage covered in the contract include customer information about area and system maps, directions, facility locations, parking, and regulatory requirements.

Sign maintenance services not included in this contract are maintained by partner transit agencies.

The final option year on the current signage maintenance contract, approved by the Board in June 2012 will not be executed and it will be replaced by the new contract if approved.

Sound Transit's historical signage maintenance costs were used to prepare the Independent Cost Estimate (ICE) for the Invitation for Bid process. An invitation to bid was advertised in May 2013. Two bids were received, and both were higher than the ICE. Young Electric Sign Company bid was the lowest, exceeding the ICE by 4%. The difference between the two bids was \$49,532.

FISCAL IMPACT

This proposed action is funded through the Service Delivery facilities maintenance. The combined modal maintenance budget for 2013 is \$3,238,020. Of the \$3.2 Million budget, \$220,397 is reserved for the Signage Installations and Maintenance. The YTD spending and commitment for the signage budget is \$115,694. Upon the approval of this action, the remaining budget will be \$59,703.

Planned spending beyond 2013 will be included in the future annual budgeting process.

The budget table below illustrates the budget impact of this action.

Action Item:

Current Year Operations Maintenance Budget	Adopted 2013 Budget	Spent and Committed to date in 2013	Contract Expenditures 2013	Remaining 2013 Budget
<i>Signage Budget</i>	220	116	45	59
Other Facilities Budget	3,018	2,716	N/A	302
Total Service delivery Facilities Maintenance Budget	3,238	2,832	45	361

Contract Spending Plan	Prior Year(s)			Total
	Spending	2013 Spending	Future Spending	
Young Electirc Sign Company		45	733	778

Contract Budget	Current	Spent to Date	Proposed	Proposed
Young Electirc Sign Company	-	-	778	778
Contingency	-	-	-	-
Total Contract	-	-	778	778
Percent Contingency	-	-	0%	0%

Notes:

The budget for signage maintenance is embedded in the Service Delivery Facilities Maintenance budget, which can be found on page 19 of 2013 Adopted Budget book. Currently, another signage contract for fabrication and installation services M2013-51 is being submitted to the board for approval.

SMALL BUSINESS PARTICIPATION

No Small Business Participation Goals were established for this procurement.

EQUAL EMPLOYMENT WORKFORCE PROFILE

1,404 employees; 16% women; 37% minorities

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

The current signage maintenance contract expires on August 31, 2013. 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.

ENVIRONMENTAL REVIEW

JI 6/24/2013

LEGAL REVIEW

JW 7/12/2013

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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 two-year contract with three one-year options to extend with Young Electric Sign Company to provide signage maintenance services for ST Express, Sounder, and Link facilities for a total authorized contract amount not to exceed \$778,269.

BACKGROUND:

Sound Transit has 44 ST Express, Sounder, Central Link, and Tacoma Link facilities with informational signage. This contract will provide signage maintenance and repair services for those facilities. The scope of work includes one major and one minor maintenance cycle (twice yearly) of cleaning, inspecting and repairing system-wide; and providing on-call signage maintenance services. Types of signage covered in the contract include customer information about area and system maps, directions, facility locations, parking, and regulatory requirements.

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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 two-year contract with three one-year options to extend with Young Electric Sign Company to provide signage maintenance services for ST Express, Sounder, and Link facilities for a total authorized contract amount not to exceed \$778,269.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 18, 2013.


Paul Roberts
Operations and Administration Committee Chair

ATTEST:


Marcia Walker
Board Administrator