

MOTION NO. M2016-102

Agency-wide HVAC Maintenance and On-Call Services Contract

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	10/06/2016	Final Action	Bonnie Todd, Executive Director of Operations David Huffaker, Deputy Executive Director, Operations and Support Services

PROPOSED ACTION

Authorizes the chief executive officer to execute a one-year contract with four one-year options with McDonald Miller Facility Solutions to provide agency-wide heating, ventilation, and air conditioning maintenance and on-call services for a total authorized contract amount not to exceed \$508,067.

KEY FEATURES SUMMARY

- This contract will provide the technical skills, equipment, and manpower necessary to perform preventative maintenance and on-call services for all agency heating, ventilation, and air conditioning (HVAC) systems.
- Sound Transit has 20 facilities with HVAC systems that require periodic maintenance as specified by the equipment manufacturers. They are located throughout Pierce, King, and Snohomish counties and include Sounder, Tacoma Link, and ST Express facilities as well as Sound Transit offices. HVAC systems installed in the Central Link facilities are maintained under a third party agreement administered by King County Metro Link Light Rail.
- The scope of work includes quarterly service at facilities with HVAC systems that have daily office or customer occupancy and annual service of HVAC systems that support elevator equipment or information technology systems.
- The requested amount covers the one-year term and four one-year options.

BACKGROUND

In July 2016, a Request for Proposals (RFP) was advertised for agency-wide heating, ventilation, and air conditioning (HVAC) maintenance and on-call services. The new procurement was required in order to continue providing HVAC services at the 20 facilities with HVAC systems. Five firms responded to the RFP. McDonald Miller Facility Solutions was selected as providing the best value to Sound Transit.

At this time, self-performing HVAC work is not economically feasible due to the specialized equipment, experience, training, and certifications needed for in-house staff.

FISCAL INFORMATION

The proposed action will be funded from the contract maintenance budget within the Operations annual service budget. The total contract maintenance budget for 2016 is \$29 million. Within that amount, \$33,000 has been committed to HVAC services for the remainder of the year. This amount is sufficient to fund the estimated costs of \$27,000 for the 4th quarter.

Estimated costs for the future years during the life time of the contract will be included in the annual budgeting process.

Operations Department	2016 Budget	Actuals to Date	This Action	Actuals to Date Plus Action	Remaining 2016 Budget
Salaries and Benefits	13,271	8,228		8,228	5,043
Services	50,576	30,034	27	30,061	20,515
Materials and Supplies	9,564	4,824		4,824	4,740
Utilities	4,580	3,218		3,218	1,362
Insurance	-	(3)		(3)	3
Taxes	2,142	1,750		1,750	392
Purchased Transportaiton Services	153,061	94,207		94,207	58,854
Miscellaneous	287	176		176	111
Leases and Rentals	7,863	5,016	-	5,016	2,847
Total Current Budget	241,345	147,450	27	147,477	93,868

Services Detail					
Advertising Fees	-	-		-	-
Professional & Technical	1,784	293	-	293	1,491
Temporary Services	143	36		36	107
Contract Maintenance	29,265	16,557	27	16,584	12,681
Security & Safety	18,205	11,500		11,500	6,705
Other Services	1,179	1,648		1,648	(469)
Total Service Budget	50,576	30,034	27	30,061	20,515

Contract Spending Plan	Prior Year Spending	Forecast 2016 Spending	Future Expenditures	Total
McDonald Miller Facility Solutions	-	27	481	508

Contract Detail	Board Approved Contract Value	Contract Actuals to Date	Proposed Action	Proposed Revised Board Approved Contract Value
McDonald Miller Facility Solutions	-	-	508	508
Contingency			-	-
Contract Amount - Total	-	-	508	508
Percent Contingency	0%	0%	0%	0%

Amounts are expressed in Year of Expenditure \$000.

Notes: The actuals to date are as of August 31, 2016. The Operating Budget is located on page 35 of 112 in the Proposed 2016 Budget book.

SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Small Business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

Sound Transit determined that there were few Small Business and DBE subcontracting opportunities based upon the work described in this contract, so Small Business/DBE goals were not established.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one month delay would not create a significant impact to the project schedule. Work will be initiated with a Limited Notice to Proceed pending Committee approval.

ENVIRONMENTAL REVIEW

JI 9/26/2016

LEGAL REVIEW

LA 30 September 2016

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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 McDonald Miller Facility Solutions to provide agency-wide heating, ventilation, and air conditioning maintenance and on-call services for a total authorized contract amount not to exceed \$508,067.

BACKGROUND:

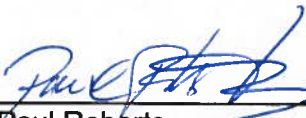
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MOTION:

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 McDonald Miller Facility Solutions to provide agency-wide heating, ventilation, and air conditioning maintenance and on-call services for a total authorized contract amount not to exceed \$508,067.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 6, 2016.



Paul Roberts

Operations and Administration Committee Chair

ATTEST:



Kathryn Flores

Board Administrator