

MOTION NO. M2016-11

**Snow and Ice Removal Services for Winter Inclement Weather**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	02/04/2016	Final Action	Bonnie Todd, Executive Director, Operations <b>John Weston, Deputy Director, Facilities, Maintenance, Capital and NRV Fleet, Operations</b>

PROPOSED ACTION

Authorizes the chief executive officer to execute a one-year contract with three one-year options with Action Services Corporation to provide snow and ice removal services for winter inclement weather for a total authorized contract amount not to exceed \$662,982.

KEY FEATURES SUMMARY

- This action will provide Sound Transit the labor and equipment necessary to provide on-call snow and ice prevention and removal services.
- The scope includes mechanical and manual snow clearing, plowing, application of ice melt and sand on train passenger platforms, bus transit centers, and vehicle areas. Work is performed using a work order and is initiated within a two-hour time window.
- The contracted service will be provided at Sounder, ST Express, and Tacoma Link facilities as well as at Sound Transit offices located in Pierce, King, and Snohomish counties. The contract also allows for additional sites as needed.
- The requested amount covers the first contract year plus the three one-year options.

BACKGROUND

To maintain safe and accessible facilities, additional staff and equipment is required during winter inclement weather to treat and remove snow and ice. Due to rapidly changing and often highly unpredictable weather patterns, the need for snow clearing, de-icing and/or sanding services may be urgent and may be needed at any time of day or night. Sound Transit does not have enough in-house facility staff members or the equipment needed to meet the demands of severe or prolonged inclement weather.

The contracted service for snow and ice removal will be provided at Sounder, ST Express, and Tacoma Link facilities as well as at Sound Transit offices located in Pierce, King, and Snohomish counties. Link facilities are maintained under a third-party agreement administered by the King County Light Rail Division.

A winter season event is an event that requires the physical removal of snow or the prevention of snow and ice accumulation. The request for contract authority is based on historical winter season event costs, escalated to reflect current prevailing wages and materials, and additional stations and facilities. The request covers the possibility of three winter season events a year with a duration of two to three days each and 20 frost and ice events per year. Some winters may be mild with few events and only minimal services required. There are no services scheduled for this contract; work is on-call, as needed. Billing occurs only when services are rendered.

A request for proposals was issued in August 2015. Just one proposal was received. Action Services Corporation's pricing was determined to be reasonable, the proposal responsive, and the firm responsible. Action Services is a maintenance and landscaping company with sufficient staff to respond to winter weather emergencies.

## FISCAL INFORMATION

The proposed action will be funded from the contract maintenance budget within the Operations Department annual operating budget. The 2016 contract maintenance budget is \$28,915,263. Within that amount, \$48,370 is committed to winter services. Anticipated spending for 2016 under the proposed action is \$45,100, which includes one winter season event, due to the mild 2015/2016 predicted winter.

The proposed action is within the Adopted 2016 Budget and sufficient monies remain after approval of this action to fund other contract maintenance work as contained in the 2016 cost estimates. Spending beyond 2016 will be included in the future annual budgeting cycle.

Currently Year Operations Contract Maintenance budget	Adopted 2016 Budget	Spent and Committed to date in 2016	Contract Expenditures 2016	Remaining 2016 Budget
Winter Service budget	48	-	45	3
Other Contract Maintenance budget	28,867	N/A	N/A	28,867
<b>Total Operations Maintenance budget</b>	<b>28,915</b>	<b>0</b>	<b>45</b>	<b>28,870</b>

Contract Spending Plan	Prior Year(s) Spending	2016 Spending	Future Spending	Total
Action Services Corporation		45	618	663

Contract Budget	Approved	Spent to Date	Proposed Action	Contract Value
Action Services Corporation	-	-	663	663
Contingency	-	-	-	-
<b>Total Contract</b>	<b>-</b>	<b>-</b>	<b>663</b>	<b>663</b>
<b>Percent Contingency</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>0%</b>

### Notes:

Spent and Committed to Date = YTD actuals + forecast.

Amounts are expressed in Year of Expenditure \$000.

Board Approvals = Committed to-date + Contingency, and includes pending Board Actions.

Operations Department contract maintenance budget can be found on page 24 of 2016 Proposed Budget book. The Board adopted the 2016 annual operating budget in December, 2015.

## SMALL BUSINESS/DBE PARTICIPATION AND APPRENTICESHIP UTILIZATION

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 or required.

#### PUBLIC INVOLVEMENT

Not applicable to this action.

#### TIME CONSTRAINTS

A one-month delay would not create a significant impact to the schedule.

#### ENVIRONMENTAL REVIEW

JI 1/26/2016

#### LEGAL REVIEW

JW 1/27/2016

## **MOTION NO. M2016-11**

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 three one-year options with Action Services Corporation to provide snow and ice removal services for winter inclement weather for a total authorized contract amount not to exceed \$662,982.

### **BACKGROUND:**

To maintain safe and accessible facilities, additional staff and equipment is required during winter inclement weather to treat and remove snow and ice. Due to rapidly changing and often highly unpredictable weather patterns, the need for snow clearing, de-icing and/or sanding services may be urgent and may be needed at any time of day or night. Sound Transit does not have enough in-house facility staff members or the equipment needed to meet the demands of severe or prolonged inclement weather.

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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 three one-year options with Action Services Corporation to provide snow and ice removal services for winter inclement weather for a total authorized contract amount not to exceed \$662,982.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on February 4, 2016.

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Kathryn Flores  
Board Administrator