

MOTION NO. M2017-57
Elevator Maintenance and On-Call Service Contract

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	05/04/2017	Final Action	Bonnie Todd, Executive Director of Operations David Huffaker, Deputy Executive Director, Operations & Support Services

PROPOSED ACTION

Authorizes the chief executive officer to execute a one-year contract with four one-year options with Eltec Systems, LLC to provide agency-wide elevator maintenance and on-call services in the amount of \$2,016,667, with a 10% contingency of \$201,666, for a total authorized contract amount not to exceed \$2,218,334.

KEY FEATURES SUMMARY

- This action will provide Sound Transit with continued technical expertise necessary to perform preventative maintenance and on-call services for agency-wide elevator systems, excluding Link Stations, which are maintained by King County Metro.
- The contract scope of work includes monthly, quarterly, semi-annual, and annual maintenance as well as on-call services for elevator systems.
- The contract scope allows for Sound Transit to add more elevators to the contract as the system expands.
- The contract amount is sufficient for the initial contract term and all four option years for the current scope of work.

BACKGROUND

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 public and employees. Elevator maintenance and monitoring is one of the key responsibilities of the Facilities Division to ensure ADA accessibility at Sound Transit facilities.

Eltec Systems, LLC will maintain 26 elevators including two at the new Angle Lake garage. All other vertical conveyances are maintained by Sound Transit’s partner King County Metro, and two elevators are maintained by the City of Lakewood.

The Eltec Systems, LLC contract allows for the addition and deletion of stations as needed. Additional locations will likely be added during the term of the contract.

PROCUREMENT INFORMATION

A Request for Proposals was posted on March 2, 2017 for elevator maintenance and on-call services. Three proposals were received and an evaluation committee selected Eltec Systems, LLC as the best value proposal.

Eltec Systems, LLC has been providing routine elevator maintenance, monitoring, and on-call services to Sound Transit since 2007.

FISCAL INFORMATION

The proposed action will be funded from the Services category within the Operations department's annual operating budget. The Services category budget is \$60,781,989, of which a total of \$420,000 is estimated to be spent in the current year of the contract and is within the agency's budget authority. After approval of this action, the remaining annual budget amount will be used to fund other department expenditures anticipated in the 2017 annual budget.

Funding for the additional years of the contract will be included in future annual budget requests.

Elevator Maintenance and On-Call Services Contract

(in thousands)

	2017 Annual Operating Budget	Actuals to Date	This Action	Actuals to Date Plus Action	Remaining Annual Operating Budget
Salaries and Benefits	\$16,015	\$2,954	-	\$2,954	\$13,061
Services	60,782	12,419	420	\$12,839	47,942
Materials and Supplies	10,831	1,560	-	1,560	9,271
Utilities	5,276	1,278	-	1,278	3,998
Insurance	-	-	-	-	-
Taxes	2,595	562	-	562	2,033
Purchased Transportation Services	163,027	38,489	-	38,489	124,538
Miscellaneous	389	57	-	57	332
Leases and Rentals	8,601	2,092	-	2,092	6,509
Total Annual Operating Budget	\$267,514	\$59,411	\$420	\$59,831	\$207,684
Service Budget Details					
Services	\$60,426	\$12,419	\$75	\$12,494	\$47,932
Contract Spending Plan					
	Prior Year Spending	Forecast 2017 Spending	Future Expenditures	Total	
Eltec Systems, LLC	-	420	1,798	2,218	
Contract Detail					
	Board Approved Contract Value	Contract Actuals to Date	Proposed Action	Proposed Revised Board Approved Contract Value	
Eltec Systems, LLC	\$0	\$0	\$2,017	\$2,017	
Contingency			202	202	
Contract Amount - Total	\$0	\$0	\$2,218	\$2,218	
Percent Contingency			10%	10%	

* Actuals reflect the month of March, 2017.

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

There would be no impacts to providing services if the Operations and Administration Committee approval was delayed for one month. If necessary, a Limited Notice to Proceed would be issued to address any delays. The Limited Notice to Proceed would be issued with a contract value within the delegated authority of the chief executive officer.

ENVIRONMENTAL REVIEW

Jl 4/17/2017

LEGAL REVIEW

AJP 4/28/2017

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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 agency-wide elevator maintenance and on-call services in the amount of \$2,016,667, with a 10% contingency of \$201,666, for a total authorized contract amount not to exceed \$2,218,334.

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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 to execute a one-year contract with four one-year options with Eltec Systems, LLC to provide agency-wide elevator maintenance and on-call services in the amount of \$2,016,667, with a 10% contingency of \$201,666, for a total authorized contract amount not to exceed \$2,218,334.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 4, 2017.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator