



Motion No. M2019-39

Agency-wide Janitorial Services Contract

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience & Operations Committee	05/02/2019	Final action	Bonnie Todd, Executive Director of Operations John Weston, Acting Deputy Executive Director of Facilities & Systems

Proposed action

Authorizes the chief executive officer to execute a one-year contract with four one-year options with MSNW Group LLC, to provide agency-wide janitorial services for a total authorized contract amount not to exceed \$8,058,612.

Key features summary

- The contract covers comprehensive janitorial services for all Tacoma Link stations and Tacoma Link light rail vehicles, Sounder stations, ST Express bus facilities maintained by Sound Transit, and Union Station.
- The contract scope of work includes daily, monthly, and semi-annual janitorial services performed on an approved schedule with set rates and unscheduled work that must be authorized by work order.
- This contract includes provisions to add new stations as they are completed.
- The requested amount will cover the one-year contract and all four option years.

Background

Sound Transit has 45 facilities that require daily, monthly, quarterly and semi-annual cleaning services. The facilities include Sounder commuter rail, Tacoma Link light rail and ST Express bus facilities located in Pierce, King and Snohomish counties, as well as three Tacoma Link revenue service vehicles and Sound Transit's headquarters at Union Station.

Central Link facilities are not included because they are maintained by King County Metro, under the Link Operations and Maintenance Agreement.

The scope of work includes cleaning of office space, warehouse office space, external walkways, plazas, train platforms, pedestrian bridges, garages, parking lots, bus loops and shelters, elevators, bike lockers, Tacoma Link light rail vehicles, and services for day porter, special event porter (Great Hall), snow removal and de-icing.

Procurement information

Prior to issuing the solicitation for these services, Sound Transit considered the project scope, the determining factors for contract award, and the need for proposal discussions and revisions, and determined that a Request for Proposals procurement method was the most advantageous.

Sound Transit advertised Request for Proposals No. RTA/RP 0610-18 on January 14, 2019. Three firms submitted a proposal, and the proposals were evaluated based on the advertised evaluation criteria including price, knowledge and experience of staff, firm experience and history, capacity and project organization, commitment to and compliance with equal employment opportunity law, and partnership strength. Proposals for were evaluated on February 25, 2019. MSNW Group LLC was determined to be the top ranked proposer and to offer the best value to Sound Transit.

To ensure environmental safety, the contractor is required to use green cleaning products to reduce Sound Transits chemical foot print. MSNW Group LLC has a strong commitment to protecting the environment.

Fiscal information

The proposed action with MSNW Group LLC is for \$8,058,612, for a one-year contract plus four one-year options to provide agency-wide janitorial services. Janitorial services will be funded from the Services category within the Operations department’s annual operating budget. The Operations category budget is \$76,846,533. A total of \$1,130,411 against this contract is estimated to be spent in the current year and is within the agency’s budget authority.

After the approval of this action, the remaining annual budget amount will be used to fund other department expenditures anticipated in the 2019 annual budget. Funding for the additional years of the contract will be included in future annual budget requests.

Operations

(in thousands)

Cost Category	2019 Annual Operating Budget ¹	YTD Actuals ²	This Action (Current Year Impact Only)	YTD Actuals Plus Action (Current Year Only)	Remaining Annual Operating Budget
Salaries and Benefits	\$23,515	\$5,031	\$	\$5,031	\$18,484
Services	76,847	15,999	1,130	17,130	59,717
Materials and Supplies	11,340	2,156		2,156	9,183
Utilities	5,868	1,348		1,348	4,520
Insurance		-763		-763	763
Taxes	2,975	654		654	2,320
Purchased Transportation Services	196,186	49,058		49,058	147,128
Miscellaneous	567	66		66	501
Leases and Rentals	8,735	2,494		2,494	6,241
Total Annual Operating Budget	\$326,032	\$76,043	\$1,130	\$77,173	\$248,858

Contract Spending Plan	Spending to Date ³	Forecasted Spend for Remainder of 2019	Proposed Future Spending	Total
Management Services Northwest, Inc.		1,130	6,928	8,059

Contract Detail	Board Approved Contract Value	Proposed Action	Proposed Total for Board Approval
Management Services Northwest, Inc.	\$	\$8,059	\$8,059
Contingency			
Estimated Taxes			
Contract Amount - Total	\$	\$8,059	\$8,059
Percent Contingency		0%	0%

Small business 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.

MSNW Group LLC is a Small Business.

Public involvement

Not applicable to this action.

Time constraints

A short term delay of up to one month will not impact the Facility Maintenance Division's ability to maintain Sound Transit facilities. The current contract expires on May 31, 2019.

Environmental review – KH 4/24/19

Legal review – JW 4/26/19

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A motion of the Rider Experience and Operations 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 MSNW Group LLC, to provide agency-wide janitorial services for a total authorized contract amount not to exceed \$8,058,612.

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Motion

It is hereby moved by the Rider Experience and Operations 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 MSNW Group LLC, to provide agency-wide janitorial services for a total authorized contract amount not to exceed \$8,058,612.

APPROVED by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 2, 2019.



Paul Roberts
Rider Experience and Operations Chair

Attest:



Kathryn Flores
Board Administrator