

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2008-01**

**Ratification of Contract Amendment for Integrated Building Automation System**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	1/17/08	Discussion/Possible Action	Bonnie Todd, Transportation Services Director <b>Andy Hughes,</b> <b>Facilities Maintenance</b> <b>&amp; Signage Manager</b>	(206) 398-5367  (206) 398-5147

<b>Contract/Agreement Type:</b>	<input checked="" type="checkbox"/>	<b>Requested Action:</b>	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	<input checked="" type="checkbox"/>
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

**PROJECT NAME**

Integrated Building Automation System

**PROPOSED ACTION**

Ratifies a contract amendment with the Westover Corporation in the amount of \$20,000 for a new total authorized contract amount not to exceed \$233,756.

**KEY FEATURES of PROPOSED ACTION**

- This ratification is necessary due to the oversight of not adding sales taxes to the contract.
- The proposed action would adjust the contract amount to include these taxes, which have already been paid.

**BUDGET IMPACT SUMMARY**

There is no action outside of the Adopted 2007 Budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

**BUDGET and FINANCIAL PLAN DISCUSSION**

The proposed action would ratify an addition of \$20,000 to an existing contract with Westover Corporation. This action was funded in 2007 through a combination of the Tacoma Link and Union Station facilities maintenance budgets. For Tacoma Link, a total of \$413,712 was budgeted for 2007, and the YTD spending was \$146,300. For Union Station, a total of \$720,997 was budgeted for 2007, and the YTD spending was \$535,934.

## **BUDGET TABLE**

The impact of this action on the budget is illustrated below:

### **Summary for Board Action (Year of Expenditure \$000)**

This action is to ratify an existing contract with Westover Corporation. \$20,000 was added to pay taxes that were not included in the original contracted amount.

<b>Contract Budget</b>	<b>Current Approved Contract (A)</b>	<b>Spent to Date (B)</b>	<b>Ratified Action (C)</b>	<b>Proposed Total Contract Value (D)</b>
1 Westover Corporation	214	234	20	234
2 Contingency	-	-	-	-
3 Total	214	234	20	234

<b>Contract to be Charged:</b>	<b>Board Adopted 2007 Budget <sup>(1)</sup></b>	<b>Spending to Date</b>	<b>Ratified Action</b>	<b>Remaining 2007 Budget</b>
4 Transportation Services maint. budget	721	536	15	185
5 Tacoma Link Light Rail maint. budget	414	146	5	268
6 Total Phase	1,135	682	20	453

#### **Notes**

<sup>1</sup> The total budget for Transportation Services service category is \$720,997, which includes \$714,257 for Union Station's Maintenance of Facilities. This budget is found on page 201 of the Adopted 2007 budget book, which was adopted by the Board on November 29, 2007. The total budget for Maintenance of Facilities at Tacoma Link is \$413,712. The budget is found on page 51 of the Adopted 2007 Budget book.

## **SMALL BUSINESS PARTICIPATION**

### **Prime Consultant/Contractor**

Westover Corporation of Denver is the prime contractor and a small business enterprise.

### **EEO Commitment**

- Westover Corporation has an estimated workforce demographics of seventeen employees in total; there are 13% women, no minorities.

## **PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

In 2006, a Request for Proposal (RFP) was issued to replace Union Station's HVAC control and security card access systems for Union Station and Tacoma Link. Of the two proposals received, the Westover Corporation was selected as the top-ranked firm.

A contract with the Westover Corporation was executed within the Chief Executive Officer's authority for \$192,550. When the contract was executed, it had not been determined if Central Link would be included in the integration of the Union Station and Tacoma Link building

automation and cardkey systems expansion. To include Central Link in the integration and cardkey systems expansion, an additional \$21,206 was authorized by the Finance Committee on February 15, 2007 for a new total not-to-exceed contract amount of \$213,756. However, the total price did not include sales tax.

Approval of this request will add \$20,000 to the contract to include sales taxes.

**Prior Board/Committee Actions**

<b>Motion/Resolution Number and Date</b>	<b>Summary of Action</b>
M2007-24 2/15/07	Contract amendment to (1) integrate the building automation systems for providing heating, ventilation, air conditioning at the Central Link and Tacoma Link Operations and Maintenance Facilities with Union Station; and (2) expand the systems to eight additional doors between Union Station and the Tacoma Link Operations and Maintenance Facility in the amount of \$21,206 for a new total authorized contract amount not to exceed \$213,756.

**CONSEQUENCES of DELAY**

Not applicable to this action.

**PUBLIC INVOLVEMENT**

Not applicable to this action.

**ENVIRONMENTAL COMPLIANCE**

SSK 12-05-07

**LEGAL REVIEW**

JW 12/18/07