

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2003-08

Contract Extension with Campbell Brothers Maintenance Corp.

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	1/16/03	Discussion/Possible Action	JoAnn Francis, Director, Administrative Services Jeff Benoit, Security and Facilities	(206) 398- 4934 (206) 398-5006

Contract/Agreement Type:		Requested Action:	
Competitive Procurement	3	Execute New Contract/Agreement	3
Sole Source	3	Amend Existing Contract/Agreement	3
Memorandum of Agreement		Contingency Funds Required	
Purchase/Sale Agreement		Budget Amendment Required	

4 Applicable to proposed transaction.

OBJECTIVE OF ACTION

- Fund the remainder of the second year of the contract with Campbell Brothers Maintenance Corp. for Union Station, the Great Hall, and the Weller Street Bridge.

ACTION

- Authorizing the Executive Director to expend \$66,357 to fund the remaining term of the contract with Campbell Brothers Maintenance Corp., for a total authorized amount not to exceed \$283,357.

KEY FEATURES

- The Campbell Brothers Maintenance Corp. contract includes: Union Station and the Weller Street Bridge. The scope of the contract includes normal cleaning duties such as trash removal, restroom cleanliness, vacuuming, dusting, mopping, etc.
- The Campbell Brothers Maintenance Corp. contract expires on May 20, 2003. Finance Committee approval will allow Sound Transit to provide funds for janitorial services through May 20, 2003, prior to which another competitive procurement will be completed.
- This contract was competitively bid in May of 2001.

BUDGET IMPACT SUMMARY

Project Description: Janitorial Services

Current Status: Existing Contract

Projected Completion Date: May 2004

Action Outside of Adopted Budget:	Y/N	Y	Requires Comment
This Line of Business	N		
This Project	N		
This Phase	N		
This Task	N		
Budget amendment required	N		
Key Financial Indicators:	Y/N	Y	Requires Comment
Contingency funds required	N		
Subarea impacts	N		
Funding required from other parties other than what is already assumed in financial plan	N		

N = Action is assumed in current Board-adopted budget. Requires no budget action or adjustment to financial plan.

BUDGET DISCUSSION

There is sufficient budget in the proposed 2003 budget.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The proposed action is consistent with the current Board-adopted budget and is affordable within Sound Transit's current long-term financial plan and the subarea financial capacity.

SUMMARY FOR BOARD ACTION

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

Action Item: Janitorial Services

	(A) Current Approved Contract Value	(B) Spent to Date	(C) Future Spending	(D) Proposed Total Contract Value
Contract Budget:				
Janitorial Services		217,000	66,357	283,357
Contingency		-	-	-
Total	-	217,000	66,357	283,357
Percent Contingency	0%			0.00%

Accounts to be charged:	Prior Year Budgets	2003 Budget	Direct Charges to Projects	Total
Custodial Services	217,000	66,357	-	283,357

Administrative Services Department Budget	2003 Budget	Spent to Date 2003	This Action for 2003	Suplus (Shortfall)
Campbell Brothers Maintenance	66,357	-	66,357	-
Future Contracts	134,003	-	-	134,003
TOTAL DIRECT CHARGE BUDGETS:	200,360	-	66,357	134,003

Budget Shortfall

Level	\$	Potential Revenues	Funding Source
NA	-	-	NA

M/W/DBE – SMALL BUSINESS PARTICIPATION

The Union Station Janitorial Solicitation RTA/FA 23-01 published in April 2001 did not have a stated M/W/DBE goal. The solicitation encouraged the submittal of bids from firms certified as Minority, Women, and Disadvantaged Business Enterprises. Out of 10 bids received, Campbell Brothers Maintenance Corp. was the lowest successful bidder. Although not certified as an M/W/DBE firm, Campbell Brothers Maintenance Corp. represents themselves as a small business with a combined minority and female ownership of 51%.

HISTORY OF PROJECT

In March 2001, an Invitation for Bid (IFB) RTA/FA 23-01 was prepared for Union Station and the Weller Street Bridge including all work areas and the Great Hall. The IFB requested a firm fixed price, a monthly rate for a two year contract for "Regular Monthly Service", an hourly rate for additional work not anticipated in the scope of work and a price for Great Hall and ancillary areas work. In addition, the bid form requested optional bid prices for floor cleaning, carpet cleaning, hard floor stripping and waxing and window cleaning (interior and exterior). State Prevailing Wage is mandatory on this project. Ten firms bid on the Union Station janitorial project. Campbell Brothers Maintenance Corp. was the successful bidder.

A two year contract was awarded in May 2001 to Campbell Brothers Maintenance Corp. based on the approved budget amount for the first two years with an option for a third year. The two year contract has reached the \$200,000 threshold at which Finance Committee action is required.

**Prior Board or Committee Actions
and Relevant Board Policies**

Motion or Resolution Number	Summary of Action	Date of Action
N/A		

CONSEQUENCES OF DELAY

There may be a lapse in janitorial services if the Finance Committee does not approve this action.

REGIONAL PARTNERSHIP AND COOPERATION

N/A

PUBLIC INVOLVEMENT

N/A

LEGAL REVIEW

JDW 01/08/03

SOUND TRANSIT

MOTION NO. M2003-08

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to expend \$66,357 to fund the remaining term of the contract with Campbell Brothers Maintenance Corp., for a total authorized amount not to exceed \$283,357.

Background:


In March 2001, an Invitation for Bid (IFB) RTA/FA 23-01 was prepared for Union Station and the Weller Street Bridge including all work areas and the Great Hall. The IFB requested a firm fixed price, a monthly rate for a two year contract for "Regular Monthly Service," an hourly rate for additional work not anticipated in the scope of work and a price for Great Hall and ancillary areas work. In addition, the bid form requested optional bid prices for floor cleaning, carpet cleaning, hard floor stripping and waxing and window cleaning (interior and exterior). State Prevailing Wage is mandatory on this project. Ten firms bid on the Union Station janitorial project. Campbell Brothers Maintenance Corp. was the successful bidder.

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Motion:

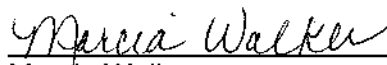
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to expend \$66,357 to fund the remaining term of the contract with Campbell Brothers Maintenance Corp., for a total authorized amount not to exceed \$283,357.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on January 16, 2003.



Jack Crawford
Finance Committee Vice Chair

ATTEST:



Marcia Walker
Board Administrator

