

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2005-01**

**Contract Amendment for Sound Transit Facilities Maintenance**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	01/06/05	Discussion/Possible Action	Barbara Gilliland, Deputy Director, Transportation Services <b>John Sheldon, Facilities Manager, Transportation Services</b>	(206) 398-5051  (206) 398-5053

<b>Contract/Agreement Type:</b>	✓	<b>Requested Action:</b>	✓
Competitive Procurement		Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	✓
Interlocal Agreement		Contingency Funds (Budget) Required	
Purchase/Sale Agreement		Budget Amendment Required	

✓ *Applicable to proposed transaction.*

**ACTION**

Authorizes the Chief Executive Officer to exercise four, one-year options to the facilities maintenance services contract with Ticon, Inc. and to execute contract amendments in accordance with the exercised option in the amount of \$840,000 for a new total authorized contract amount not to exceed \$988,000.

**KEY FEATURES**

- The original contract was awarded January 7, 2004 for one year with four, one-year options for selected Sound Transit locations with a provision to add locations as needed. Union Station was added to this contract as of September 2004 via the Chief Executive Officer's approval.
- Each year the contractor's performance is evaluated to determine whether the one-year option will be exercised.
- Examples of services at Sounder facilities include removing graffiti, general carpentry/labor such as, repairing and relocating signs, replacing lights and posts, inspecting the work of onsite vendors for janitorial, landscaping and elevator maintenance and repairs.
- Examples of services at Union Station include graffiti removal, labor such as repairing vandalism, replacing lights, inspecting the work of onsite vendors for janitorial, elevator maintenance and repairs. Managing the HVAC systems, boilers, mechanical and electrical equipment. Providing an internal contact and services for office furniture and equipment.
- Contractor shall also perform emergency repairs during non-routine hours.

## **BUDGET IMPACT SUMMARY**

There is no action outside of the Board-adopted 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 DISCUSSION**

The Adopted 2005 budget includes \$2.7 million for station and facilities maintenance in the transit operations budget. The proposed action would authorize contract amendments to provide facility maintenance services for a period of up to four years. Annually, Sound Transit will determine whether to exercise the next option year, based on contractor performance. The 2005 portion of this contract is estimated to be \$197,400. The requested contract amount is within the adopted budget.

## **REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS**

This proposed action is consistent with the current Board adopted budget and is affordable within Sound Transit's current long-term financial plan and subarea financial capacity. There are no new revenues to Sound Transit as a result of this action.

## **BUDGET TABLE**

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

Action Item: Contract extension with Ticon Inc to provide maintenance services for Union Station and Sounder stations

	(A)	(B)	(C)	(D)
Contract Budget	Current Approved Contract Value	Committed to Date	Proposed Action	Proposed Total Contract Value
1 Ticon Inc	\$ 148	\$ 148	\$ 840	\$ 988
2 Contingency	0	-	-	-
3 Total	\$ 148	\$ 148	\$ 840	\$ 988
4 Percent Contingency	0%	-	0%	0%

Contract Cashflow:

	2005 Operating Budget (1)	Committed to Date (2)	Future Budgets (3)	Total
5 Union Station Maintenance	95	38	308	441
6 Sounder Maintenance of Stations	103	110	334	547
7 Total Contract	197	148	643	988

Transportation Services Department, Account Budget--2005 Portion	2005 Operating Budget (1)	Spent to Date	2005 Portion Proposed Action (4)	Surplus/ (Shortfall)
8 Other Maint of Stations	\$ 2,491	\$ -	\$ -	\$ -
9 Sounder Maintenance of Stations	103	-	103	-
10 Union Station Maintenance	95	-	95	-
11 Total Facilities Maintenance	\$ 2,688	\$ -	\$ 197	\$ -

#### **Notes**

- 1 This is the amount in the Proposed 2005 Budget specifically allocated to Union Station Maintenance as well as Sounder facilities as covered by this agreement, as well as identifying future amounts to be budgeted to fund the remainder of the term of the agreement. These amounts will be budget over the four-year life of the agreement.
- 2 This is the amount spent to date and committed through the end of the 2004 time period.
- 3 Represents the amount to be provided for in the 2006, 2007 and 2008 operating budgets to fund the remaining work anticipated under this contract.
- 4 Represents the 2005 portion of the agreement. The agreement calls for the annual exercise of the option and will be budgeted for in future years operating budgets.

## **M/W/DBE – SMALL BUSINESS PARTICIPATION**

### **Prime Consultant/Contractor**

Ticon is a small business contractor and will be performing 100% of the work.

### **EEO Commitment**

Ticon's workforce demographics are 12% women and 16% persons of color.

### **Apprentice Utilization Commitment**

Not applicable for this action.

## **HISTORY OF PROJECT**

In 2003, Sound Transit conducted a competitive procurement process to select a firm to provide facility maintenance services for Sound Transit locations. Ticon Incorporated was selected as a result of that competitive process, which provided for a one-year contract with four options to extend at Sound Transit's sole discretion. The original contract was awarded within the Chief Executive Officer's authority for \$94,378.80 and modified by a total amount not to exceed \$148,000. The additional amount was for taxes, mileage and the addition of the Union Station site in accordance with the contract.

Ticon's performance has been satisfactory and in compliance with the contract agreement.

## **CONSEQUENCES OF DELAY**

Ticon's current services contract will expire as of January 7, 2005, if the Finance Committee delays action, the first few months could be executed within the Chief Executive Officer's authority.

## **PUBLIC INVOLVEMENT**

Not applicable to this action.

## **LEGAL REVIEW**

JW 12/2/04

**SOUND TRANSIT**

**MOTION NO. M2005-01**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to exercise four, one-year options to the facilities maintenance services contract with Ticon, Inc. and to execute contract amendments in accordance with the exercised option in the amount of \$840,000 for a new total authorized contract amount not to exceed \$988,000.

**Background:**

In 2003, Sound Transit conducted a competitive procurement process to select a firm to provide facility maintenance services for Sound Transit locations. Ticon, Inc. was selected as a result of that competitive process, which provided for a one-year contract with four options to extend at Sound Transit's sole discretion. The original contract was awarded within the Chief Executive Officer's authority for \$94,378.80 and modified by a total amount not to exceed \$148,000. The additional amount was for taxes, mileage and the addition of the Union Station site in accordance with the contract

Ticon's performance has been satisfactory and in compliance with the contract agreement.


**Motion:**

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to exercise four, one-year options to the facilities maintenance services contract with Ticon, Inc. and to execute contract amendments in accordance with the exercised option in the amount of \$840,000 for a new total authorized contract amount not to exceed \$988,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on January 6, 2005.

  
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Kevin R. Phelps  
Finance Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator