

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2006-83

Contract Amendment for Professional Janitorial Services

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	11/16/06	Discussion/Possible Action	Ellen Gustafson, Acting Director, Transportation Services John Sheldon, Facilities Program Manager	(206) 398-5094 (206) 398-5053

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

PROJECT NAME

Professional Janitorial Services

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with Yarisbey Rumbaut and Jose Jauregui, doing business as Buena Vista Cleaning Services, to provide professional janitorial services and exercise two one-year options to extend the term of the contract in the amount of \$380,633, for a new total authorized contract amount not to exceed \$551,823.

KEY FEATURES of PROPOSED ACTION

- Yarisbey Rumbaut and Jose Jauregui, formerly doing business as Moe's Cleaning Service and now doing business as Buena Vista Cleaning Services, currently provides janitorial services at Union Station under a contract effective November 21, 2005. The contract is for a one-year term with two options; each extending the term of the contract for an additional year.
- The current contract expires on November 30, 2006. This action will permit the chief executive officer to exercise the first option to extend the term of the agreement to November 30, 2007. The chief executive officer may authorize the execution of the second option year extending the contract to November 30, 2008, as the contractor's performance in the first option year may warrant.

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 TABLE

The proposed contract extension is funded through a combination of existing budget from the Adopted 2006 Budget, page 193 of the 2006 budget book, as well as future budgets that would be provided for in 2007 and 2008. The impact of this contract on the proposed future budgets is illustrated below:

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

Action Item: Execute a two-year contract extension with Buena Vista Cleaning aka Moe's Cleaning Services.

Contract Budget	Current Approved Contract Value (A)	Committed to Date (B)	Proposed Action (C)	Proposed Total Contract Value (D)
1 Buena Vista Cleaning aka Moe's Cleaning	171	158	381	552
2 Contingency	-	-	-	-
3 Total	171	158	381	552
4 Buena Vista Cleaning aka Moe's Cleaning contingency	0%	-	-	0%

Contract to be Charged: Transportation Services Staff Operating Budget	Current Board Adopted Budget (1)	Committed to Date (2)	2006 Portion Proposed Action (3)	Future Operating Budgets (4)
5 Union Station Daily Cleaning	148	138	14	399
6 Maintenance for other divisions	370	N/A	N/A	N/A
7 Total Budget for TS Staff Maintenance	518	138	14	399

Notes

- 1 Represents the portion of the maintenance of stations budget from page 193 of the Adopted 2006 Budget. The total budget for maintenance services is \$518k, of which \$148K is related to daily cleaning services.
- 2 Committed to date per expenditures incurred through October, 2006, plus additional work that has been performed but not billed.
- 3 This contract would add \$381K to the expenditure, of which \$15K would be anticipated to be spent in 2006.
- 4 Represents the amount expected to be included in the 2007 and 2008 transit operations budget for daily cleaning services. This amount would be available to fund the remaining balance of the proposed contract.

BUDGET and FINANCIAL PLAN DISCUSSION

The original contract with Buena Vista Cleaning Services was executed in 2005 in the amount of \$171,189. Through October 31, 2006, a total of \$158,000 has been either spent or committed on this contract. These expenses are funded in the Union Station division staff operations budget, which is included in the Transportation Services Department budget.

For 2006, a total of \$148,100 was budgeted for services under this contract, of which a total of \$122,399 was paid through October 31, 2006. The current contract expires on November 30, 2006. The proposed extension would be for two years and covered under the next two years operating budgets. For 2007, the proposed budget available to cover this contract is \$189,000. While the 2008 budget has not yet been developed, the contract extension would require a 2008 budget of \$210,000, which will be included in the 2008 staff operations budget planning. This amount is affordable within the finance plan.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Prime Consultant/Contractor

Buena Vista Cleaning Services is the prime contractor and a small business.

Utilization Breakdown Table

Prime Consultant/Contractor	Business Type	% of Work	Dollar Value
Buena Vista Cleaning Service	Small Business	100%	\$380,633
Total			\$380,633

EEO Commitment

Buena Vista Cleaning Services estimated workforce demographics are 41% women and 100% minority.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

Yarisbey Rumbaut and Jose Jauregui, formerly doing business as Moe's Cleaning Service and now doing business as Buena Vista Cleaning Services, is currently under contract RTATS 154-05 to provide janitorial services at Union Station. The scope of work includes, but is not limited to trash collection and removal, restocking restrooms, window cleaning, pressure washing, and special events support to maintain a clean, safe environment for employees, guests and visitors at Sound Transit.

Buena Vista Cleaning Services was selected through a request for proposal process. Because Union Station is highly visible and open to the public, a contractor is required to have the ability to both perform the services outlined in the contract and be able to respond to cleaning emergencies in a timely manner.

The original contract was executed within the chief executive officer's authority in 2005. Exercising the two one-year options will allow Buena Vista Cleaning Services to continue providing professional and quality janitorial services to Union Station for the next two years.

CONSEQUENCES of DELAY

A delay beyond November 30, 2006 will require a suspension of work for janitorial services at Union Station and impact the schedule of cleaning to maintain a clean, safe environment for employees, guest and visitors at Sound Transit.

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

Not applicable to this action.

LEGAL REVIEW

JDW 11/09/06

SOUND TRANSIT

MOTION NO. M2006-83

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with Yarisbey Rumbaut and Jose Jauregui, doing business as Buena Vista Cleaning Services, to provide professional janitorial services and exercise two one-year options to extend the term of the contract in the amount of \$380,633, for a new total authorized contract amount not to exceed \$551,823.

Background:

Yarisbey Rumbaut and Jose Jauregui, formerly doing business as Moe's Cleaning Service and now doing business as Buena Vista Cleaning Services, is currently under contract RTA/TS 154-05 to provide janitorial services at Union Station. The scope of work includes, but is not limited to trash collection and removal, restocking restrooms, window cleaning, pressure washing, and special events support to maintain a clean, safe environment for employees, guests and visitors at Sound Transit.

Buena Vista Cleaning Services was selected through a request for proposal process. Because Union Station is highly visible and open to the public, a contractor is required to have the ability to both perform the services outlined in the contract and be able to respond to cleaning emergencies in a timely manner.

The original contract was executed through the chief executive officer's authority in 2005. Exercising the two one-year options contained in the contract will allow Buena Vista Cleaning Services to continue providing professional and quality janitorial services to Union Station for the next two years.

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 execute a contract amendment with Yarisbey Rumbaut and Jose Jauregui, doing business as Buena Vista Cleaning Services, to provide professional janitorial services and exercise two one-year options to extend the term of the contract in the amount of \$380,633, for a new total authorized contract amount not to exceed \$551,823.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on November 16, 2006.


Fred Butler
Finance Committee Chair

ATTEST:


Marcia Walker
Board Administrator