

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2007-106

Contract for Elevator Maintenance Service

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	10/18/07	Discussion/Possible Action	Vicki Youngs, Program Manager Facilities Maintenance & Signage Division Fred Wilhelm, Project Manager Facilities Maintenance & Signage Division	(206) 398-5367 (206) 398-5024

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	<input checked="" type="checkbox"/>
Sole Source	<input type="checkbox"/>	Amend Existing Contract/Agreement	<input 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

Agency-wide Elevator Maintenance, Monitoring and Service

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract with ELTEC Systems LLC to provide agency-wide, on-call elevator maintenance and monitoring services for a total authorized contract amount not to exceed \$441,000.

KEY FEATURES of PROPOSED ACTION

- This action will provide Sound Transit with the technical expertise necessary to perform preventative maintenance and on-call services for agency-wide elevator systems.
- The contract scope of work with ELTEC Systems LLC includes quarterly and annual maintenance as well as on-call services for elevator systems at identified Sound Transit facilities.
- The full-term contract with ELTEC Systems LLC provides for a one-year term with four options to extend the contract for one year each. The contract amount is anticipated to be sufficient for the initial contract and all four options.

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 and FINANCIAL PLAN DISCUSSION

The proposed action would authorize the chief executive officer to execute a contract with the ELTEC to provide agency-wide, on-call elevator maintenance and monitoring services for a total authorized contract amount not to exceed \$440,973.67. The full term of the contract is from November 1, 2007 to October 31, 2008, with option to extend the contract up to four additional years. The contract amount is anticipated to be sufficient for all option years.

Funding for these services for the period through December 2007 is included in the Adopted 2007 Budget with a total for station maintenance for Sounder, ST Express and Union Station of \$3.1 million. The 2007 budget included \$1,156,990 for Sounder station maintenance, of which \$40,147 was budgeted for elevator services; \$1,272,051 for ST Express station maintenance, of which \$16,084 was budgeted for elevator services; and \$720,997 for Union Station maintenance, of which \$8,100 was budgeted for elevator services. Through October 2007, a total of \$1,408,000 has been spent and committed on these services. The remaining balance of the 2007 budget will be used to fund \$12,000 for the services provided by ELTEC from November 1, 2007 to December 31, 2007.

Budget authority for the 2008 portion of \$65,000 for elevator services will be included within the Proposed 2008 Budget; among which, \$21,000 would be spent on Sounder, \$25,000 would be spent on ST Express, and \$19,000 would be spent Union Station. Budget authority for Central Link will be included in future years beyond 2008.

BUDGET TABLE

The proposed action is funded through the station maintenance budgets for Sounder, ST Express and Union Station. The impact of the proposed action on the respective budgets is illustrated below:

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

Action Item: Execute a contract with ELTEC Systems LLC to provide Agency Wide elevator maintenance and monitoring services for Sound Transit facilities throughout Pierce, King and Snohomish counties.

Contract Budget	Approved Contract Value (A)	Committed to Date¹ (B)	Proposed Action (C)	Proposed Total Contract Value (D)
1 ELTEC	-	-	401	401
2 Contingency	-	-	40	40
3 Total for ELTEC	-	-	441	441

Contract to be Charged: Transportation Services Department, Account Budget	Current Board Adopted Budget 1	Spent and Committed to Date²	Available to Fund this Contract	2007 Portion Proposed Action³	Future Operating Budgets⁴
5 Sounder Commuter Rail	1,157	456	701	4	115
6 ST Express Bus	1,272	541	731	5	132
8 Union Station	714	411	303	3	73
9 Central Link	-	-	-	-	109
10 Total Account	3,143	1,408	1,735	12	429

Notes

¹ Represents the total of Station Maintenance budget, including spending on elevator services, in the amount of \$3,143K. The total budget for Sounder Maintenance Stations is \$1,157K; this budget is found on page 55 of the Adopted 2007 Budget book. The total budget for ST Express Maintenance Stations is \$1,272K; this budget is found on page 59 of Adopted 2007 Budget book. The total budget for TSD Staff Maintenance Services is \$1,741K; this budget is found on page 201 of the Adopted 2007 Budget book, of which, \$714K is related to Union Station maintenance services.

² Represents the amount to be spent at the end of the October 31, 2007 before the contract with ELTEC Systems starts on November 1st, 2007. The amount for Sounder would be \$456K, for ST Express would be \$541K, and for Union Station would be 411K.

³ Represents the amounts would be spent in 2007 for this contract. The amount for Sounder would be \$4K, for ST Express would be \$5K, and for Union Station would be \$3K.

⁴ Represents the amount expected to be included in the 2008 and beyond for Elevator services for all current and future stations. This amount would be available to fund the remaining balance of the proposed five year contract.

SMALL BUSINESS PARTICIPATION

ELTEC Systems LLC is a small business and will perform 100% of the work.

EEO COMMITMENT

ELTEC Systems LLC workforce demographics of (45) employees in total are 13.35% women and 4.45% minorities.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

In July 2007, an RFP was advertised for agency-wide elevator maintenance and monitoring services. This new procurement was required to extend elevator maintenance services to include the Central Link O&M Facility and Canyon Park Freeway Station, in addition to elevator services currently performed under contract for Union Station, Federal Way Transit Center, King Street, Auburn and Kent Stations.

Due to the geographical spread of facilities requiring elevator services and the potential need for timely emergency response times, outsourcing elevator maintenance services at this time provides an effective contractual alternative for the agency. In addition, elevator maintenance professionals require specialized certification and licensing and immediate access to repair part inventory.

In response to the RFP solicitation, Sound Transit received four proposals. ELTEC Systems LLC was recommended by the evaluation committee as the best value proposal submitted.

CONSEQUENCES of DELAY

A delay beyond October 31, 2007 will negatively impact our ability to meet elevator maintenance needs.

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

SSK 9-19-07

LEGAL REVIEW

JW 10/12/07

SOUND TRANSIT

MOTION NO. M2007-106

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with ELTEC Systems LLC to provide agency-wide, on-call elevator maintenance and monitoring services for a total authorized contract amount not to exceed \$441,000.

Background:

In July 2007, an RFP was advertised for agency-wide elevator maintenance and monitoring services. This new procurement was required to extend elevator maintenance services to include the Central Link O&M Facility and Canyon Park Freeway Station, in addition to elevator services currently performed under contract for Union Station, Federal Way Transit Center, King Street, Auburn and Kent Stations.

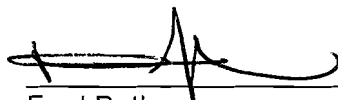
Due to the geographical spread of facilities requiring elevator services and the potential need for timely emergency response times, outsourcing elevator maintenance services at this time provides an effective contractual alternative for the agency. In addition, elevator maintenance professionals require specialized certification and licensing and immediate access to repair part inventory.

In response to the RFP solicitation, Sound Transit received four proposals. ELTEC Systems LLC was recommended by the evaluation committee as the best value proposal submitted.

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 with ELTEC Systems LLC to provide agency-wide, on-call elevator maintenance and monitoring services for a total authorized contract amount not to exceed \$441,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 18, 2007.



Fred Butler
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator