

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2007-97**

**Contract for Agency-Wide Heating, Ventilation and Air Conditioning Maintenance**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	9/06/07	Discussion/Possible Action	Vicki Youngs, Interim Program Manager Facilities Maintenance & Signage Division <b>Fred Wilhelm, Project Manager, Facilities Maintenance &amp; Signage Division</b>	(206) 398-5094  (206) 398-5034

<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	<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 Heating, Ventilation, & Air Conditioning (HVAC) Maintenance

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a contract with the McKinstry Company to provide agency-wide heating, ventilation, and air conditioning maintenance services for a total authorized contract amount not to exceed \$513,509.

**KEY FEATURES of PROPOSED ACTION**

- This action will provide Sound Transit the technical skills necessary to perform preventative maintenance and on-call services for all agency heating, ventilation, and air conditioning (HVAC) systems.
- The contract scope of work with the McKinstry Company includes quarterly and annual maintenance as well as on-call services for HVAC systems at identified Sound Transit facilities. The contract provides for an initial inspection of listed equipment and a report documenting the condition of the equipment.
- The contract with the McKinstry Company provides for a one-year term with three additional one-year options to extend. The requested contract amount is for all four years of the contract.

## **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**

Funding for these services for the period through December 2007 is included in the Adopted 2007 Budget with a total for all agency facility related maintenance of \$3.6 million. The 2007 budget included \$1,156,990 for Sounder, \$1,272,051 for ST Express, \$413,712 for Tacoma Link, and \$720,997 for Union Station. Through September 2007, a total of \$1,308,000 has been spent and committed to all facility maintenance. The remaining balance of the 2007 budget will be used to fund \$33,000 for the services provided from October 1, 2007 to December 31, 2007.

Budget authority for the 2008 portion of \$481,000 will be included within the Proposed 2008 Budget; among which \$767,000 would be spent on Sounder, \$161,000 would be spent on ST Express, \$38,000 would be spent on Tacoma Link, and \$135,000 would be spent on Union Station.

## **BUDGET TABLE**

The proposed contract will be funded through a combination of existing budgets from the Adopted 2007 Budget and Proposed 2008 Budget. The impact of this contract on the current and proposed future budgets is illustrated below.

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

**Action Item: Execute a contract with McKinstry Company to provide Agency Wide Heating, Ventilation & Air Conditioning Maintenance for Sound Transit facilities throughout Pierce, King and Snohomish counties.**

Contract Budget	Approved Contract Value (A)	Committed to Date <sup>1</sup> (B)	Proposed Action (C)	Proposed Total Contract Value (D)
1 McKinstry	-	-	514	514
2 Contingency	-	-	-	-
3 Total for McKinstry Company	-	-	514	514

Contract to be Charged: Transportation Services Department, Account Budget	Current Board Adopted Budget <sup>1</sup>	Spent and Committed to Date <sup>2</sup>	Available to Fund this Contract	2007 Portion Proposed Action <sup>3</sup>	Future Operating Budgets <sup>4</sup>
5 Sounder Commuter Rail	1,157	390	767	10	144
6 ST Express Bus	1,272	449	823	11	164
7 Tacoma Link Light Rail	414	109	305	3	38
9 Union Station	721	360	361	9	135
10 Total Account	3,564	1,308	2,256	33	481

#### **Notes**

<sup>1</sup> Represents the total of Station Maintenance budget, including spending on HVAC services, in the amount of \$3,564K. 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 Tacoma Link Maintenance Stations is \$414K; this budget is found on page 51 of the 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.

<sup>2</sup> Represents the amount to be spent at the end of the August 31, 2007 before the contract with McKinstry starts on September 1st, 2007. The amount for Sounder would be \$390K, for ST Express would be \$449K, for Tacoma Link would be \$109K and for Union Station would be 360K.

<sup>3</sup> Represents the amounts would be spent in 2007 for this contract. The amount for Sounder would be \$10K, for ST Express would be \$11k, for Tacoma link would be \$3K, and for TSD Staff would be \$9K.

<sup>4</sup> Represents the amount expected to be included in the 2008 and beyond for HVAC services for all current and future stations. This amount would be available to fund the remaining balance of the proposed four year contract.

## **SMALL BUSINESS PARTICIPATION**

The McKinstry Company is a privately held corporation and will perform 100% of the work.

## **EEO COMMITMENT**

The McKinstry Company workforce demographics are 12% women and 11% minorities.

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

In June 2007, a Request for Proposals was advertised for agency-wide heating, ventilation, and air conditioning (HVAC) maintenance services. This new procurement was required in order to provide HVAC services for additional facilities and stations for the Central Link light rail segment. In response to the RFP solicitation, Sound Transit received three proposals. The McKinstry Company was recommended by the evaluation committee as the best value proposal submitted.

The contract scope of work includes quarterly and annual maintenance, as well as on-call services for HVAC systems at identified Sound Transit facilities; including the Tacoma and Central Link O&M Facilities, Sounder stations, and transit centers. The contract also provides for an initial inspection of listed equipment and a report documenting the condition of the equipment.

## **CONSEQUENCES of DELAY**

A delay beyond two weeks will negatively impact our ability to meet HVAC maintenance needs.

## **PUBLIC INVOLVEMENT**

Not applicable to this action.

## **ENVIRONMENTAL COMPLIANCE**

SK 8/23/07

## **LEGAL REVIEW**

JW 8/30/07

**SOUND TRANSIT**

**MOTION NO. M2007-97**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with the McKinstry Company to provide agency-wide heating, ventilation, and air conditioning maintenance services for a total authorized contract amount not to exceed \$513,509.

**Background:**

In June 2007, a Request for Proposals was advertised for agency-wide heating, ventilation, and air conditioning (HVAC) maintenance services. This new procurement was required in order to provide HVAC services for additional facilities and stations for the Central Link light rail segment. In response to the RFP solicitation, Sound Transit received three proposals. The McKinstry Company was recommended by the evaluation committee as the best value proposal submitted.

The contract scope of work includes quarterly and annual maintenance, as well as on-call services for HVAC systems at identified Sound Transit facilities; including the Tacoma and Central Link O&M Facilities, Sounder stations, and transit centers. The contract also provides for an initial inspection of listed equipment and a report documenting the condition of the equipment.


**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 the McKinstry Company to provide agency-wide heating, ventilation, and air conditioning maintenance services for a total authorized contract amount not to exceed \$513,509.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 6, 2007.

  
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Fred Butler  
Finance Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator