

MOTION NO. M2011-57
Contract for HVAC Maintenance and On-call Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	07/21/11	Recommendation to Board	Bonnie Todd, Executive Director of Operations John Weston, Facilities Maintenance Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract with Pacific Air Control, Inc. to provide agency-wide heating, ventilation, and air conditioning maintenance and on-call services for a term of one year and four one-year options to extend, in an amount not to exceed \$391,468.

KEY FEATURES

- This contract will provide preventative maintenance and on-call services for all agency heating, ventilation, and air conditioning (HVAC) systems.
- The scope of work with includes quarterly and annual maintenance, as well as on-call services for the 18 Sound Transit–maintained facilities with HVAC systems.
- The requested amount covers the one-year contract and the four additional one-year options.

PROJECT DESCRIPTION

Sound Transit currently has 18 facilities that require HVAC services, which include Sound Transit offices, Sounder rail, Tacoma Link, and ST Express facilities located in Pierce, King, and Snohomish counties.

The contract does not include HVAC systems installed at the Central Link facilities; those systems are maintained under a third party agreement administered by King County Metro Link Light Rail.

FISCAL INFORMATION

Summary for Board Action (X \$1,000)

Action Item: To execute a new contract for HVAC maintenance services for Sound transit stations. This contract excludes Central link stations.

Current Year Maintenance of Stations Budget	Adopted 2011 Budget (1)	Spent to date in 2011	2011 Committed to Date	2011 Remaining Budget
Sounder commuter rail HVAC Services	11	2	1	8
ST Express bus HVAC Services	38	3	2	33
Tacoma Link light rail HVAC Services	3	1	1	1
Total	52	6	4	42

Operations Staff operations HVAC services Budget	38	13	4	21
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Contract Spending Plan	Prior Year(s) Spending	2011 Spending	Future Expenditures	Total
Vendor	-	8	383	391
Total	-	8	383	391

Contract Budget	Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Vendor	-	-	391	391
Contingency	-	-	-	-
Total Contract	-	-	391	391
Percent Contingency	-	-	0%	0%

Notes:

(1) The HVAC budgets for Sounder, Tacoma Link and ST Express are embedded in their respective maintenance station budgets, which can be found on page 33 of the Adopted 2011 Budget book. The operations staff maintenance budget which includes HVAC services for Union Station, can be found on page 130 of 2011 Adopted Budget book.

SMALL BUSINESS PARTICIPATION

The lowest responsive and responsible bidder, Pacific Air Control, Inc., is a small business and will perform 100% of the work.

EQUAL EMPLOYMENT WORKFORCE PROFILE

43 employees; 20.9% women; 16.3% minorities.

BACKGROUND

In June 2011, an Invitation for Bid (IFB) was advertised for HVAC maintenance and on-call services. The new procurement was required in order to continue providing HVAC services at 18 facilities with HVAC systems. These systems require periodic maintenance as specified by the equipment manufacturers as well as on-call services.

Six firms responded to the IFB; three came in under the Independent Cost Estimate. Pacific Air Control, Inc. was the lowest responsive and responsible bidder.

The scope of work for the contract with Pacific Air Control, Inc. includes quarterly service at facilities with HVAC systems that have office or customer occupancy on a daily basis. Facilities with HVAC systems that support elevator equipment or IT data networks will receive an annual maintenance based upon the type of equipment.

Analysis of Contracting Out vs. Performing In-House

At this time, self-performing HVAC work is not cost effective due to the specialized service equipment, experience, and training for multiple equipment types, and required EPA certifications needed for in-house staff.

In-house performance would incur an additional \$108,469 per year, or a five year total of \$542,445. The estimated annual cost to add a HVAC technician to the ST staff is \$88,489, which includes salary, benefits, training/certifications, tools, and a service vehicle. There would be an additional cost of \$20,000 per year for replacement parts.

ENVIRONMENTAL COMPLIANCE

SSK 6-29-11

TIME CONSTRAINTS

A one month delay would not create a significant impact to the project schedule.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

JW 07/15/11

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A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with Pacific Air Control, Inc. to provide agency-wide heating, ventilation, and air conditioning maintenance and on-call services for a term of one year and four one-year options to extend, in an amount not to exceed \$391,468.

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MOTION:

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract with Pacific Air Control, Inc. to provide agency-wide heating, ventilation, and air conditioning maintenance and on-call services for a term of one year and four one-year options to extend, in an amount not to exceed \$391,468.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 21, 2011.



Dave Enslow
Operations and Administration Committee

ATTEST:



Marcia Walker
Board Administrator