

MOTION NO. M2012-87
System-wide Landscape Maintenance Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	12/06/2012	Final Action	Bonnie Todd, Executive Director John Weston, Facilities Maintenance Manager	206-398-5367 206-398-5476

PROPOSED ACTION

Authorizes the chief executive officer to execute a one year contract with four one-year options with Total Landscape Corporation to provide system-wide landscape maintenance services for Union Station and Sound Transit facilities not maintained through agreements with partner transit agencies, for a total authorized contract amount not to exceed \$940,665.

KEY FEATURES SUMMARY

- The contract covers 23 locations including Union Station, Tacoma Link, Sounder, and ST Express facilities.
- The scope of work includes weekly, monthly, and yearly landscape maintenance services, including mowing, weeding, edging, pruning, fertilizing, rockery maintenance, and removal of landscape debris and trash. This work is performed on an approved schedule with set rates.
- The contract allows for additional unscheduled landscaping maintenance services when needed, such as removal of storm damaged trees and shrubs.
- The amount requested is sufficient to cover the one-year contract and all four one-year options.

BACKGROUND

In April 2010, the Board authorized the execution of a one-year contract with four one-year options with a vendor for landscape maintenance services. Sound Transit chose not to exercise the 2012-2013 option year due to a desire to modify the scope of work and address other maintenance issues. Interim landscape maintenance contracts have been in place since July 2012 and will run through December 2012.

In October 2012, a Request for Proposals was advertised for landscape maintenance services. In response to the RFP solicitation, Sound Transit received seven proposals. Total Landscape Corporation was determined to be the best value proposal submitted.

FISCAL IMPACT

Estimated costs for 2013 under the proposed action are within the budgeted amount. Future year spending will be included in the future annual budget requests.

Work at the operational facilities under this proposed action will be funded from the Service Delivery 2013 modal facilities maintenance category included within the Sounder Commuter rail, Tacoma Link light rail and ST Express bus operating budgets. Funding for work on the Sound Transit Union Station building comes from the Operations Department facilities maintenance budget.

The budget table below shows the 2013 modal facilities maintenance and Operations Department facilities maintenance budget. The landscaping budget is shown on a separate line as it is embedded in the facilities maintenance budget. For 2013, the budget for Sounder is \$133,000, for

ST Express is \$66,000 and for Tacoma Link is \$26,000. The facilities maintenance budget for the Operations Department is \$343,000.

Landscape Maintenance Services Budget Table

Current Year Service Delivery Budget	Proposed 2013 Budget	Spent and Committed to Date	Contract Expenditures 2013	Remaining 2013 Budget
<i>Landscaping Budget</i>	225	-	208	17
Other Facilities Maintenance Budget	3,013	-	-	3,013
Total, Service Delivery Facilities Maintenance Budget	\$ 3,238	\$ -	\$ 208	\$ 3,030
<i>Operations Department Maintenance Budget</i>	343	-	6	337
Total Service Delivery Maintenance Budget	\$ 3,581	\$ -	\$ 214	\$ 3,367

Contract Spending Plan	Prior Year(s) Spending	2013 Spending	Future Spending	Total
Total Landscape Corporation	\$ -	\$ 214	\$ 727	\$ 941

Contract Budget	Approved	Spent to Date	Action	Total Contract
Total Landscape Corporation	-	-	941	941
Contingency	-	-	-	-
Total Contract	\$ -	\$ -	\$ 941	\$ 941
Percent Contingency	-	-	0%	0%

Notes:

Amounts are expressed in Year of Expenditure \$000s.

Spent and Committed to Date includes pending Board Actions.

Operations Maintenance budget is on page 81 of the 2013 Proposed Budget.

Service Delivery Facilities Maintenance budget is on page 18 of the 2013 Proposed Budget.

SMALL BUSINESS PARTICIPATION

A small business goal was not established for this contract. There are numerous Small and Disadvantaged businesses that have the capacity and availability without subcontracting portions of the landscaping scope of work.

EQUAL EMPLOYMENT WORKFORCE PROFILE

155 employees; 4% women; 46% minorities.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A two-month delay in approval of this contract could result in a shortened time frame for the selected contractor to mobilize staffing, equipment, supplies and organize work schedules relative to the start of the spring growing season.

ENVIRONMENTAL REVIEW

JI 11/20/2012

LEGAL REVIEW

JW 11/28/2012

MOTION NO. M2012-87

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one year contract with four one-year options with Total Landscape Corporation to provide system-wide landscape maintenance services for Union Station and Sound Transit facilities not maintained through agreements with partner transit agencies, for a total authorized contract amount not to exceed \$940,665.

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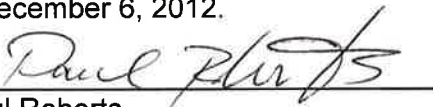
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MOTION:

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 one year contract with four one-year options with Total Landscape Corporation to provide system-wide landscape maintenance services for Union Station and Sound Transit facilities not maintained through agreements with partner transit agencies, for a total authorized contract amount not to exceed \$940,665.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on December 6, 2012.


Paul Roberts
Operations and Administration Committee Chair

ATTEST:


Marcia Walker
Board Administrator