

MOTION NO. M2015-20

Contract for Union Station Workstations

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	03/05/2015	Final Action	Bonnie Todd, Executive Director of Operations John Weston, Deputy Director of Facilities, Capital, Maintenance and NRV

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract with MBI Seattle to purchase and install workstations for the second floor of Union Station for a total authorized contract amount not to exceed \$387,185.

KEY FEATURES SUMMARY

- This project is needed to accommodate future staff growth and maximize office space at Union Station.
- The scope of work includes the specification, fabrication, delivery and installation of furnishings for 74 workstations to replace 63 existing workstations on the second floor of Union Station. It includes removal and disposal of the existing workstations as well as incidental furniture required to support building occupancy, minor future modifications to this furniture system, and spare parts.
- Sound Transit is using a “piggyback” contract developed by U.S. Communities that will provide a discount of up to 71% off the selected furnishings.
- The furniture was selected for cost effectiveness based on functionality, durability and simplicity of reconfiguration and it is consistent with the agency’s furnishings on all Sound Transit occupied floors of 315 Fifth Avenue S. and 625 Union Station buildings.
- The workstations will be scheduled for installation at the end of May 2015 and the project is expected to be completed by June 2015.

BACKGROUND

Sound Transit moved into Union Station in 1999 and purchased the current workstation furnishing configuration. This type of office furniture typically has a useful life of 15 years. Due to several modifications and reorganizations Sound Transit has seen deterioration of the existing workstations. The workstation design is obsolete, and the manufacturer no longer provides parts.

The furnishings requested in this action are the same as those used in office space that Sound Transit occupies at 315 Fifth Ave and 625 Union Station. The Operations and Administration Committee authorized the acquisition and installation of furnishings for the new office space at 315 Fifth Avenue S. in 2010 and 2011, as part of a phased in approach for occupying space as work levels increased after the successful ST2 vote. The furniture, manufactured by Herman Miller Company, was selected bases on cost, long-term value, functionality and attractive appearance. In 2010, this line of furniture was also installed in Sound Transit’s 625 Union Station building by the building management company at Sound Transit’s request as part of the tenant improvement allowance for that building.

For this procurement, Sound Transit is using the same process it used in 2010 and 2011; the agency is using a contract developed by US Communities, a purchasing cooperative that facilitates purchasing for public agencies. US Communities used a competitive Request for Proposal process for procuring furniture, related office interior products and design, installation, configuration and related services. Sound Transit will “piggyback” on this contract, which is a common purchasing process in the furniture industry.

The discount offered by the US Communities contract is based on a high volume discount. By utilizing this contract, Sound Transit will receive up to a 71% discount from list prices depending on the specified components.

MBI Seattle is the local supplier of Herman Miller office furniture. Sound Transit will place the order through MBI Seattle. Services through MBI Seattle are in accordance with the U.S. Communities program pricing. MBI Seattle is responsible for typical order management, order acknowledgement, warranty/service and orientation functions.

FISCAL INFORMATION

The proposed action is for the purchase and replacement of workstations in Union Station. This action was included in the adopted 2015 budget and is within existing resources.

The removal and disposal of obsolete equipment is being performed in accordance with Agency policy there is no contingency on this project. To the extent possible, some equipment will be stored and maintained for use as spares and spare parts for vendor support within the Agency

Administrative Capital	2015 TIP	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Administrative Capital	12,256	4,753	387	5,140	7,116
Contingency	1,077	-		-	1,077
Total Current Budget	13,334	4,753	387	5,140	8,194

Contract Detail	Board Approvals to Date	Current Approved Contract Status	Proposed Action	Proposed Total for Board Approval
MBI Seattle				
Contract Amount	-	-	387	387
Contingency	-	-	-	-
Total	-	-	387	387
Percent Contingency	0%	0%	0%	0%

Notes:
 Amounts are expressed in Year of Expenditure \$000s.
 Board Approvals = Committed To-Date + Contingency, and includes pending Board actions.
 2015 TIP = Project budget located on page 139 of the Proposed 2015 Transit Improvement Plan (TIP)

SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Small Business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

Sound Transit determined that Small Business and DBE subcontracting opportunities are infeasible or improbable based upon the work described in this contract, so Small Business/DBE goals were not established or required.

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2011-48: Authorized the chief executive officer to execute a contract with MBI Seattle to purchase and install office furniture for the seventh and half of the eighth floor at 315 Fifth Ave. S. in Seattle for a total authorized contract amount not to exceed \$696,404.

Motion No. M2010-55: Authorized the chief executive officer to execute a contract amendment with MBI Seattle to purchase and install office furniture at 315 Fifth Avenue S. in Seattle, in the amount of \$484,771 for a new total authorized contract amount not to exceed \$905,627.

Motion No. M2010-21: Authorized the chief executive officer to execute a contract with MBI Seattle to purchase and install office furniture at 315 Fifth Avenue S. for a total authorized contract amount not to exceed \$420,856.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

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

ENVIRONMENTAL REVIEW

Jl 2/18/2015

LEGAL REVIEW

JW 2/26/2015

MOTION NO. M2015-20

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 MBI Seattle to purchase and install workstations for the second floor of Union Station for a total authorized contract amount not to exceed \$387,185.

BACKGROUND:

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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 MBI Seattle to purchase and install workstations for the second floor of Union Station for a total authorized contract amount not to exceed \$387,185.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 5, 2015.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Acting Board Administrator