

MOTION NO. M2015-46

Agency-wide Janitorial Services Contract

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	06/04/2015	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 one-year contract with three one-year options with Management Services Northwest, Inc., to provide agency-wide janitorial services for a total authorized contract amount not to exceed \$4,165,000.

KEY FEATURES SUMMARY

- The contract covers comprehensive janitorial services for all Tacoma Link stations and Tacoma Link light rail vehicles, Sounder stations, ST Express bus facilities maintained by Sound Transit, and Union Station.
- The contract scope of work includes daily, monthly, and semi-annual janitorial services performed on an approved schedule with set rates and unscheduled work that must be authorized by work order.
- This contract includes provisions to add new stations as they are completed.
- The requested amount will cover the one-year contract and all three option years.

BACKGROUND

Sound Transit has 41 facilities and three Tacoma Link revenue service vehicles that require daily, monthly, quarterly and semi-annual services. The facilities include Sounder commuter rail, Tacoma Link light rail and ST Express bus facilities located in Pierce, King and Snohomish counties as well as Sound Transit’s headquarters at Union Station. Central Link facilities are maintained under a third party agreement administered by King County Metro, so they are not included in this contract.

The scope of work includes cleaning of office space, warehouse office space, external walkways, plazas, train platforms, pedestrian bridges, garages, parking lots, bus loops and shelters, elevators, bike lockers, Tacoma Link light rail vehicles, and services for day porter, special event porter (Great Hall), snow removal and de-icing.

A Request for Proposals for Sound Transit janitorial services was issued March 26, 2015. Two proposals were received. Management Services Northwest, Inc. was determined to be the top ranked proposer and the company that offers the best value to Sound Transit. Their proposal price came in 9.4% less than Sound Transit’s independent cost estimate.

To ensure environmental safety, the contractor is required to use green cleaning products to reduce Sound Transits chemical foot print. Management Services Northwest has a strong commitment to protecting the environment.

FISCAL INFORMATION

The proposed action will be funded from Facilities Maintenance budget within the 2015 Sounder, ST Express and Tacoma Link operating budget. Janitorial Services for Union Station will be funded from Service Budget within the 2015 Operations Department operating budget. The proposed

contract will charge expense against various funding source based on the location the services are performed. 2015 estimated costs of \$840 thousand are within the budget authority, with approximately \$3.2 million remaining in the 2015 budget for other station maintenance services.

Spending for future years during the life of the contract will be included in the annual budgeting cycle.

Currently Year Maintenance budget	Adopted 2015 Budget	Spent and Committed to date in 2015	Contract Expenditures 2015	Remaining 2015 Budget
ST Express Facilities Maintenance	1,278	311	313	965
Sounder Facilities Maintenance	1,444	218	262	1,182
Tacoma Link Facilities Maintenance	285	64	115	170
Operations Department Maintenance	1,041	273	150	891
Total Operations Maintenance budget	4,048	866	840	3,208

Contract Spending Plan	Prior Year(s) Spending			Total
		2015 Spending	Future Spending	
Management Services Northwest, Inc		707	3,458	4,165

Contract Budget	Approved	Spent to Date	Proposed Action	Contract Value
Management Services Northwest, Inc	-	-	4,165	4,165
Contingency	-	-	-	-
Total Contract	-	-	4,165	4,165
Percent Contingency	-	-	0%	0%

Notes:

Spent and Committed to Date = YTD actuals + forecast.

Amounts are expressed in Year of Expenditure \$000.

Board Approvals = Committed to-date + Contingency, and includes pending Board Actions.

The maintenance budget for Sounder, ST Expres and Tacoma Link can be found on page 49,54 and 39 of 2015 Adopted Budget book, respectively. The operations Department service budget can be found on page 92 of the 2015 Adopted Budget book.

SMALL BUSINESS/DBE PARTICIPATION AND APPRENTICESHIP UTILIZATION

Participation by Small Businesses and Disadvantaged Business Enterprises (DBEs)

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. Management Services Northwest is a Small Business.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A short term delay of up to one month will not impact the Facility Maintenance Division's ability to maintain Sound Transit facilities. A Limited Notice to Proceed was issued June 1 to continue janitorial services.

ENVIRONMENTAL REVIEW

JI 5/22/2015

LEGAL REVIEW

LA 29 May 2015

MOTION NO. M2015-46

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 three one-year options with Management Services Northwest, Inc., to provide agency-wide janitorial services for a total authorized contract amount not to exceed \$4,165,000.

BACKGROUND:

Sound Transit has 41 facilities and three Tacoma Link revenue service vehicles that require daily, monthly, quarterly and semi-annual services. The facilities include Sounder commuter rail, Tacoma Link light rail and ST Express bus facilities located in Pierce, King and Snohomish counties as well as Sound Transit's headquarters at Union Station. Central Link facilities are maintained under a third party agreement administered by King County Metro, so they are not included in this contract.

The contract covers comprehensive janitorial services for all Tacoma Link stations and Tacoma Link light rail vehicles, Sounder stations, ST Express bus facilities maintained by Sound Transit, and Union Station. Janitorial services with set rates on an approved schedule will be performed daily, monthly, and semi-annually. Unscheduled work will be authorized by work order. The contract includes provisions to add new stations as they are completed and the requested amount covers the on-year contract and all three option years.

The scope of work includes cleaning of office space, warehouse office space, external walkways, plazas, train platforms, pedestrian bridges, garages, parking lots, bus loops and shelters, elevators, bike lockers, Tacoma Link light rail vehicles, and services for day porter, special event porter (Great Hall), snow removal and de-icing.

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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 three one-year options with Management Services Northwest, Inc., to provide agency-wide janitorial services for a total authorized contract amount not to exceed \$4,165,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on June 4, 2015.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator