

MOTION NO. M2016-38

Contract for Electrical Products, Small Hardware, and Supplies

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	04/07/2016	Final Action	Brian McCartan, Executive Director of Finance and Information Technology Jason Weiss, Chief Information Officer Chris Jefferies, IT Transit Systems Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract with Graybar Electric Company, Inc. to provide electrical products, small hardware, and supplies services in the amount of \$548,000.

KEY FEATURES SUMMARY

- This “piggyback” contract through the U.S. Communities contract with Graybar Electric Company, Inc. will allow procurement of the following supplies:
 - Electrical supplies such as wiring, breakers, connectors, etc. by various manufacturers.
 - CCTV cameras, emergency telephones, and related hardware.
- This contract would be used to procure electrical supplies for various maintenance needs and other small hardware for the Transit Systems group within the Information Technology Division.
- Sound Transit has procured electrical supplies from Graybar Electric Company, Inc. for project needs through annual “piggyback” contracts over the past eight years.
- The requested funds would provide hardware supplies noted above through the expiration of the current US Communities contract in March 2017, and the available extension to March 2018, if executed by U.S. Communities.
- Using the US Communities contract allows Sound Transit to take advantage of a 3- to 60-percent discount off list prices afforded by this multi-agency procurement mechanism.

BACKGROUND

This contract is a “piggyback” on the US Communities Master Contract with Graybar Electric Company, Inc. The U.S. Communities contract has rigorous supplier commitments to ensure supplier partners offer their best supplier government pricing which allows Sound Transit to take advantage of a 3- to 60-percent discount afforded by this multi-agency procurement mechanism.

The Transit Systems group uses a variety of contracts for electrical supplies, small hardware, and other hardware supplies to ensure that the often unique and hard-to-find items are available at the best price offered. The contract will be used for will-call purchasing of electrical supplies on an as-needed basis.

FISCAL INFORMATION

The proposed action seeks to authorize \$548,000 to purchase a variety of electrical supplies. Budget authority for the 2016 portion of the contract is budgeted in the Finance and Information Technology (FIT) budget and in the Information Technology Program budget. This request will use the FIT budget for all Graybar Electrical purchases.

Finance and Information Technology	Adopted 2016 Budget	Spent to date in 2016	2016 Contract Expenditures	Remaining 2016 Budget
Materials and Supplies	1,692	68	175	1,449
Other Categories	41,068	4,772	-	36,296
Total FIT Budget	42,760	4,840	175	37,745

Contract Spending Plan	Prior Year(s) Spending	2016 Spending	Future Spending	Total
Graybar	-	175	373	548
Total Graybar	-	175	373	548

Contract Budget	Current Approved Contract Value		Proposed Action	Proposed Total Contract Value
Graybar	-		548	548
Contingency	-		-	-
Total	-		548	548
Percent Contingency	-		0%	0%

Notes:

Finance and Information Technology budget can be found on page 31 of the 2016 Adopted Budget. Year-to-date spending as of February 29, 2016.

This action is within the adopted budget and sufficient monies remain after approval of this action to fund the remaining electrical supply purchases. Future year expenses will be included in subsequent annual budgets submitted to the Board for adoption.

SMALL BUSINESS/DBE PARTICIPATION AND APPRENTICESHIP UTILIZATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Because this contract “piggybacks” onto the U.S. Communities contract with Graybar Electrical, goals for participation were not established by Sound Transit.

PUBLIC INVOLVEMENT

Not applicable to this action

TIME CONSTRAINTS

A one-month delay would not have significant impact to the affected group as they would use other sourcing options in the interim period.

ENVIRONMENTAL REVIEW

JI 3/9/2016

LEGAL REVIEW

LA 31 March 2016

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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 Graybar Electric Company, Inc. to provide electrical products, small hardware, and supplies services in the amount of \$548,000.

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 Graybar Electric Company, Inc. to provide electrical products, small hardware, and supplies services in the amount of \$548,000.

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

Paul Roberts
Operations and Administration Committee Chair

ATTEST:

Kathryn Flores
Board Administrator