



TO: Board of Contracts and Awards
FROM: Kurtis D. Kingsolver, P.E., Public Works Director/City Engineer
Justin E. Davis, Public Works Facilities Management Division Manager
Jeff Paradee, P.E., Public Works Facilities Management, Operations and Maintenance Manager
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Doreen Klaaskate, Senior Buyer, Finance/Purchasing
SUBJECT: Facilities Management Augmented Labor and Maintenance Services, Request For Proposals Specification No. PW18-0480F – October 29, 2019
DATE: October 11, 2019

RECOMMENDATION SUMMARY:

The Public Works Department recommends contracts be awarded to McKinstry Co LLC, Seattle, WA, in the amount of \$400,000, plus applicable taxes, and Pease & Sons Inc, Tacoma, WA, in the amount of \$400,000, plus applicable taxes, for augmented labor and maintenance services at various facilities maintained by the Public Works Facilities Management Division on an as-needed basis, for an initial contract term of two years with the option to renew for one additional year, for a projected total of \$1,200,000.

STRATEGIC POLICY PRIORITY:

- Assure outstanding stewardship of the natural and built environment.

The approval of these contracts would provide additional, timely, and emergent maintenance support to the 50 buildings under the purview of Facilities Management, furthering the mission of providing a safe, clean, and well-maintained atmosphere in which to conduct public business.

BACKGROUND:

These contracts provide augmented labor and maintenance services including repairs and parts on an as-needed basis for the Facilities Management Division. Facilities Management is responsible for managing and operating City general government facilities, which include Public Works, Police, Fire, the Municipal Complex, and Community Service Centers. McKinstry Co LLC performs work primarily in the mechanical, electrical, and plumbing trades in-house, whereas Pease & Sons Inc adds the ability to perform general construction with in-house trades.

ISSUE: These contracts will allow Facilities Management to be more responsive and timely to the needs of customers/tenants as well as for emergent situations. If not implemented, repair and maintenance delays could result in operational impacts to customer departments.

ALTERNATIVES: The alternative to the recommended course of action is to hire additional facilities maintenance/repair staff. This alternative is not recommended because the scope of work is on an as-needed basis and the workload is not consistent enough to staff full time.



COMPETITIVE SOLICITATION:

Request for Proposal (RFP) No. PW18-0480F was advertised July 1, 2019, and opened July 30, 2019. Eight (8) companies were invited to bid in addition to normal advertising of the project. Two (2) proposal were received. The table below reflects the results of the Selection Advisory Committee scoring.

<u>Respondent</u>	<u>Location</u> <i>(city and state)</i>	<u>Score</u>
McKinstry Co, LLC	Seattle, WA	77.7
Pease & Sons Inc	Tacoma, WA	88.3

CONTRACT HISTORY: New Contract

SUSTAINABILITY: In reference to the RFP, the following are a few practices in place at McKinstry Co LLC:

- A recognized leader in facility sustainability utilizing the latest practices in areas such as refrigerant recapture, use of environmentally friendly materials and chemicals, and recycling of discarded materials.
- Committed to best sustainability practices and emphasizes carbon reduction as part of its own operations.
- Provide employees with alternative transportation options.
- Ongoing recycling programs at all level of the organization including electronic, lights, toner cartridges, batteries, and office composting.

The following are a few practices at Pease & Sons Inc:

- Part of the company mission, vision, and values are Sustainability and Corporate Responsibility.
- Builds for customers systems and structures that protect the environment and improve the quality of life for people, industry, and businesses of the Pacific Northwest.
- Worked successfully on U.S. Green Building Council rated projects, gaining numerous Platinum, Gold, and Silver ratings.
- Working towards a paperless office.

SBE/LEAP COMPLIANCE: No bids were received from Small Business Enterprise (SBE) contractors for this project. Each contractor will strive to utilize SBE and Minority and Women-Owned Business Enterprises sub-contractors when the work scope allows.

The Local Employment and Apprenticeship Training Program (LEAP) goal is 15 percent of all labor hours based on the local employment utilization goal for the City of Tacoma and the Tacoma Public Utilities Service Area.



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700 – PWF Municipal Building Operations	Various	5320100	Up to \$1,200,000.00
TOTAL			Up to \$1,200,000.00

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700 – PWF Municipal Buildings Operations (Rent Revenue)	Various	4347120	\$1,200,000.00
TOTAL			\$1,200,000.00

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$400,000.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A