




**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

TO: Board of Contracts and Awards
FROM: Jeffrey A. Jenkins, Director, Public Works 
Chris Conley, Facilities Systems Supervisor, Public Works
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and
Carly Fowler, Senior Buyer, Finance/Procurement
SUBJECT: Facilities Management Augmented Labor and Maintenance Services
Request for Proposals (RFP) Specification No. PW23-0063F, Contract No.
CW2263188 - October 7, 2025 City Council
DATE: September 8, 2025

RECOMMENDATION SUMMARY:

The Public Works Department requests approval to increase CW2263188 awarded to McKinstry Co. LLC, Seattle, WA, by \$500,000, plus applicable taxes, budgeted from the Municipal Building Operations Fund, for augmented labor and maintenance services at various facilities maintained by the Public Works Facilities Management Division on an as-needed basis. This increase will bring the contract to a projected total of \$900,000, plus applicable taxes.

STRATEGIC POLICY PRIORITY:

- Assure outstanding stewardship of the natural and built environment.

The approval of this contract would provide additional, timely, and emergent maintenance support to the 50 buildings under the purview of the Public Works Department, Facilities Management Division (Facilities Management), furthering the mission of providing a safe, clean, and well-maintained atmosphere in which to conduct public business.

BACKGROUND:

This contract provides augmented labor and maintenance services including repairs and parts, on an as-needed basis for Facilities Management. Facilities Management is responsible for managing and operating the City's General Government facilities, which include Public Works, Police, Fire, the Municipal Complex, and Community Service Centers. McKinstry Co. LLC adds the ability to perform general construction with in-house trades and system repairs on mechanical, electrical, and plumbing systems.

ISSUE: This contract will allow Facilities Management to respond more promptly and effectively to customer and tenant needs, including 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:

RFP No. PW23-0063F was advertised September 1, 2023, and opened September 19, 2023. Over two hundred and fifty companies were invited to bid in addition to normal advertising. Three (3) proposals were received. Contracts were awarded to McKinstry Co. LLC and Rognlin's Inc.



CONTRACT HISTORY: This contract was originally awarded to McKinstry Co. LLC for a projected contract total of \$400,000 as a result of RFP Specification No. PW23-0063F in September 2023. The contract was effective May 1, 2024, to April 30, 2026, with the option for a one-year renewal.

SUSTAINABILITY: This contract will utilize the latest practices in facility sustainability, such as refrigerant recapture, use of environmentally friendly materials and chemicals, and recycling of discarded materials.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: The EIC requirements for this project are not applicable - Service contract - EIC Regulations are not yet established.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: The LEAP requirements for this project are 15 percent of the project labor hours must be worked by Local Employees and an additional 15 percent of the labor hours must be worked by Apprentices, per TMC 1.90.040.

FISCAL IMPACT:

Funding for this contract is budgeted in Fund 5700, Municipal Building Operations.

EXPENDITURES:

FUND NUMBER & FUND NAME	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700 – Facilities	Various	5320100	\$500,000
TOTAL			Up to \$500,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700 – Facilities (Rent Revenue)	Various	4347120	(\$500,000)
TOTAL			Up to (\$500,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$500,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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