



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

TO: Board of Contracts and Awards
FROM: Jeffrey A. Jenkins, Director, Public Works
Stephen Kruger, Operations Manager, Public Works Facilities Management
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 Specification No. PW23-0063F, Contract No. CW2263494
- August 26, 2025 City Council
DATE: July 29, 2025

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RECOMMENDATION SUMMARY: The Public Works Department requests approval to increase the contract awarded to Rognlin's Inc., Aberdeen, WA, by \$600,000, 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 cumulative total of \$1,000,000, 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 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 the Facilities Management Division. Facilities Management is responsible for managing and operating the city general government facilities, which include Public Works, Police, Fire, the Municipal Complex, and Community Service Centers. Rognlin's Inc. adds the ability to perform general construction with in-house trades.

ISSUE: This contract will allow Facilities Management to be more responsive and timelier 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. 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 Rognlin's Inc. for a projected contract total of \$400,000 as a result of Request for Proposal Specification No. PW23-0063F in September 2023. The contract was effective March 1, 2024, to February 28, 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:

EXPENDITURES:

FUND NUMBER & FUND NAME	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700 – Facilities	Various	5320100	\$600,000
TOTAL			Up to \$600,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700 – Facilities (Rent Revenue)	Various	4347120	(\$600,000)
TOTAL			Up to (\$600,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$600,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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