




TO: Board of Contracts and Awards
FROM: Kurtis D. Kingsolver P.E., Director/City Engineer, Public Works Department 
Justin E. Davis, Facilities Division Manager, Facilities Management
Jeff Paradee, P.E., Operations Manager, Facilities Management
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
Chuck Blankenship, Finance/Purchasing
SUBJECT: Facilities Management, Augmented Labor and Maintenance Services
Request For Proposals Specification No. PW15-0454F – November 10, 2015
DATE: October 21, 2015

SUMMARY:

The Public Works Department recommends a contract be awarded to McKinstry Co., LLC, Seattle, WA, in the amount of \$800,000 plus applicable sales tax, for augmented labor and maintenance services for various facilities maintained by the Public Works, Facilities Management Division, on an as-needed basis, for an initial contract term of two years plus the option for one additional one year renewal period, for a projected total contract amount of \$1,200,000, plus applicable sales tax.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

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 City General Government facilities, which include Public Works, Police, Fire, the Municipal Complex and Community Service Centers.

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

ALTERNATIVES: The alternative to this 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 work load is not consistent enough to staff full time.



COMPETITIVE SOLICITATION: Request for Proposal Specification No. PW15-0454F was advertised in August 2015 and opened September 15, 2015. Eight (8) companies were invited to bid in addition to normal advertising of the project. Two (2) proposals were received. The table below reflects the results of the Selection Advisory Committee.

<u>Respondent</u>	<u>Location</u>	<u>Rank or Score</u>
McKinstry Co., LLC	Seattle, WA	90.0
MacDonald Miller Facility Solutions, Inc.	Seattle, WA	47.7

CONTRACT HISTORY: New contract.

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

- A recognized industry leader in facility sustainability.
- Committed to sustainability best practices and considers carbon reduction of its own operations a central company goal.
- Provide employees with alternative transportation options.
- Office composting program for compostable napkins, paper towels, flatware, food items.
- Electronic recycling programs for computers, fluorescent lights, toner cartridges and batteries.
- Field Offices participate in project recycling by repurposing materials, removing those items from landfills.

SBE/LEAP COMPLIANCE: The recommended contractor is in compliance with the Small Business Enterprise (SBE) requirements per the memorandum dated October 21, 2015. The SBE goal for this project is 17 percent. The SBE participation level of the recommended contractor is 0.00 percent. McKinstry Co., LLC. submitted the highest scored response to the proposal per SBE requirements. McKinstry recognizes that supporting SBE firms is important to the continued success of the community. Should the need arise to utilize sub-contractors as part of the delivery services, McKinstry will endeavor to subcontract to SBE firms wherever possible.

The Local Employment and Apprenticeship Training Program (LEAP) goal is 1,411 labor hours.



RECOMMENDATION:

The Public Works Department recommends a contract be awarded to McKinstry Co., LLC, Seattle, WA, in the amount of \$800,000 plus applicable sales tax, for augmented labor and maintenance services for various facilities maintained by the Public Works, Facilities Management Division, on an as-needed basis, for an initial contract term of two years plus the option for one additional one year renewal period, for a projected total contract amount of \$1,200,000, plus applicable sales tax.

FISCAL IMPACT:

EXPENDITURES:

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

* General Fund: Include Department

REVENUES:

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

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