



**PIERCE TRANSIT BOARD OF COMMISSIONERS  
EXECUTIVE FINANCE COMMITTEE  
3701 96<sup>th</sup> ST SW, Lakewood, WA 98499  
Grand Conference Room  
July 27, 2017 – 3:00 PM  
AGENDA**

**CALL TO ORDER**

**APPROVAL OF MINUTES:** May 25, 2017 Meeting Minutes

**ACTION AGENDA:**

1. FS 17-056, Authority to Execute a Multiyear Contract with Kelly Services to Provide Employment Services Chris Saffer  
Lean and Workforce Development Manager
2. FS 17-057, Authority to Amend Contract PT-13-16 with Northwest Lift Equipment LLC to Include Payment and Performance Bond Clint Steele  
Sr. Construction Project Manager

**DISCUSSION/UPDATE**

1. Pierce Transit Code Review Discussion Dana Henderson  
General Counsel

**COMMISSIONER COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

American Disability Act (ADA) accommodations are available with a 72-hour notice. An interpreter for the hearing impaired will be provided upon request with a minimum notice of two weeks. Please contact the Clerk's office at 253-581-8066 for special accommodations. Meeting room is wheelchair accessible. Registered SHUTTLE customers may obtain specialized transportation to and from the hearing by calling SHUTTLE at 253-581-8000 from one to five days in advance of the hearing.

**PIERCE TRANSIT  
EXECUTIVE FINANCE COMMITTEE MEETING  
3701 96<sup>th</sup> STREET SW, LAKEWOOD, WA  
ALDER CONFERENCE ROOM**

**May 25, 2017**

**MINUTES**

**CALL TO ORDER**

Vice Chair Eidinger called the meeting to order at 3:05 p.m.

**ATTENDANCE**

Executive Finance Committee Commissioners present:

Rick Talbert, Chair, Pierce County Councilmember (*appeared by telephone*)  
Daryl Eidinger, Vice Chair, City of Edgewood Mayor

Executive Finance Committee Commissioners excused:

Don Anderson, City of Lakewood Mayor

Staff present:

Sue Dreier, Chief Executive Officer  
Deanne Jacobson, Assistant to the CEO/Clerk of the Board  
Kristol Bias, Records Coordinator/Deputy Clerk of the Board  
Dana Henderson, General Counsel  
Kevin Zinski, Fleet Manager  
Janine Robinson, Senior Planner

**APPROVAL OF MINUTES**

Commissioners Talbert and Eidinger **moved** and seconded to approve the March 23, 2017 meeting minutes as presented.

Motion **carried**, 2-0.

**ACTION AGENDA**

- 1. FS 17-037, Authority to Execute Contracts for Oil, Fuel, Air, Water and Transmission Filters With Cummins Northwest, Vehicle Maintenance Program, Standard Parts, CLF Warehouse, Mohawk MFG & Supply Co., and Interstate Auto Parts**

Fleet Manager Kevin Zinski presented on the item, noting that the agency has a need to purchase filters to keep up on regular maintenance of agency vehicles. Mr. Zinski distributed a diagram of the filters to attendees.

A short discussion ensued with regards to contract terms. Mr. Zinski clarified that the term of the contract is three (3) years with two (2) optional one-year extensions.

Commissioners Talbert and Eidinger **moved** and seconded to authorize execution of contracts for Oil, Fuel, Air, Water and Transmission filters to Cummins Northwest, Vehicle Maintenance Program, Standard Parts, CLF Warehouse, Mohawk MFG & Supply Co., and Interstate Auto Parts in a total amount not to exceed \$953,585.98.

Motion **carried**, 2-0.

**2. FS 17-038, Authority to Execute Contracts for Meritor and AxleTech Parts With The Truck Shop, The Aftermarket Parts Company LLC, Prevost Cars (US) Inc., AxleTech LLC, Freightliner Northwest, Neopart Transit LLC and Gillig LLC**

Fleet Manager Kevin Zinski presented on the item, noting that the agency has a need to purchase parts necessary for maintenance of agency buses. Mr. Zinski also noted that the parts are straight replacement items that will be stocked in the agency's warehouse and pulled by staff to utilize as needed. Mr. Zinski distributed a diagram of the Meritor and AxleTech parts to attendees.

Commissioners Talbert and Eidinger **moved** and seconded to authorize execution of contracts for Meritor and AxleTech parts to The Truck Shop, The Aftermarket Parts Company LLC, Prevost Cars (US) Inc., AxleTech LLC, Freightliner Northwest, Neopart Transit LLC and Gillig LLC in an amount not to exceed \$873,963.60.

Motion **carried**, 2-0.

**3. FS 17-039, Authority for the CEO to Enter Into a Lease with Option to Buy Property Located at 9622 40th Avenue SW in Lakewood and to Further Authorize the CEO to Execute a Purchase and Sale Agreement**

Janine Robinson Senior Planner presented on the item, noting that the agency is expanding its bus fleet to add service, and is currently at maximum capacity in the base bus lot with limited additional available office space. Ms. Robinson also noted that with the purchase of this property, the agency can free up much needed parking and office space by moving Vanpool departmental vans and staff to this new property. Ms. Robinson distributed diagrams of the agency's headquarters properties as well as the subject property to attendees. Ms. Robinson stated that the agency would lease the property beginning June 1, 2017 for a period of six months. Signature on the lease would be concurrent with execution of an Option to Purchase Agreement that would be exercised during the lease period, as well as with a Purchase and Sale Agreement. Additionally, a Memorandum of Lease and Purchase Option would be recorded. Ms. Robinson concluded her presentation stating that agency staff plans to request to amend the agency's 2017 Capital Budget to purchase the subject property, make improvements to said property and integrate the subject property into the agency's Base Master Plan at the June 12, 2017 Board of Commissioners meeting.

A short discussion ensued with regards to whether the agency has assessed potential impacts of the move. Ms. Robinson clarified that staff has concluded that the move and perimeter improvements would cost an additional estimated \$400,000, which will be included as part of the request to amend the 2017 Capital Budget at the June 12, 2017 Board of Commissioners meeting.

Commissioners Talbert and Eiding **moved** and seconded to authorize the CEO to enter into a lease with option to buy property at 9622 40<sup>th</sup> Avenue SW in Lakewood and to further authorize the CEO to execute a Purchase and Sale Agreement for that property in the amount of \$1,500,000.

Motion **carried**, 2-0.

**DISCUSSION/UPDATE** ~ None

**COMMISSIONER COMMENTS** ~ None

**EXECUTIVE SESSION** ~ None

**ADJOURNMENT**

Commissioners Talbert and Eiding **moved** and seconded to adjourn the meeting at 3:15 p.m.

Motion **carried**, 2-0.

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Kristol Bias  
Records Coordinator/Deputy Clerk of the Board

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Daryl Eiding, Vice Chair  
Board Executive Finance Committee

## FACT SHEET – EXECUTIVE FINANCE COMMITTEE

TITLE: Authority to Execute a Multiyear Contract with Kelly Services to Provide Employment Services

DIVISION: Administration

ORIGINATOR: Chris Saffer, Lean & Workforce Development Manager

PRECEDING ACTION: None

COORDINATING DEPARTMENT: Procurement

APPROVED FOR SUBMITTAL:

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Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

ATTACHMENTS:

N/A

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### BUDGET INFORMATION

2017 Budget Amount  
\$74,750.04

Expenditure  
Not to exceed \$450,000 over term  
of agreement, including options

Impact  
\$N/A

Explanation: The 2017 budget amount reflects the amount budgeted in the temporary services account only. However, departments supplement those funds with savings from vacant positions or other sources when the need arises. Therefore, there is generally no budgetary impact from hiring temporary services, and the cost of services is dependent on use.

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### BACKGROUND:

Throughout each year Pierce Transit has the need to hire experienced personnel to fill temporary positions due to the following:

- For immediate, short-term job assignments
- To temporarily fill vacant positions until they are filled through the regular recruiting process
- To assist with clerical functions in short-staffed departments
- For temporary back-fill of existing staff assigned to a project

Over the two year period in 2015 and 2016, Pierce Transit spent approximately \$297,000 on temporary services. These jobs were primarily clerical positions, but also included various IT, HR, and Operations positions. In order to expedite our ability to fill these temporary needs and remain in compliance with purchasing requirements, Pierce Transit desires to enter into a contract with Kelly Services to provide employment services on an as needed basis by piggybacking on an existing RFP conducted by Community Transit's RFP #50-15. The proposed contract will go into effect upon signature through January 31, 2019 with an option to extend for two, one- year periods in a total amount not to exceed \$450,000.

ALTERNATIVES:

- Do not authorize the contract
- Use limited term employees as short-term employees
- Engage in a full RFP process for temporary services
- None of these alternatives are recommended by staff

RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a multiyear contract with Kelly Services for employment services in an amount not to exceed \$450,000.

Executive/Finance Committee Action:

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Rick Talbert, Chair  
Executive/Finance Committee

ATTEST:

\_\_\_\_\_  
Deanne Jacobson, CMC  
Clerk of the Board

## FACT SHEET – EXECUTIVE FINANCE COMMITTEE

TITLE: Authority to Amend Contract PT-13-16 with Northwest Lift And Equipment LLC to Include Payment and Performance Bond

DIVISION: Finance

ORIGINATOR: Clint Steele, Senior Project Manager

PRECEDING ACTION: None

COORDINATING DEPARTMENT: Project Management Office, Transit Development

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

ATTACHMENTS: None

### BUDGET INFORMATION

2017 Budget Amount	Current Estimated Expenditures	Budget Impact
\$457,258	\$203,587.38	\$0

Explanation: This contract amendment will cover the cost of the payment and performance bond and a 10% contingency only to be used if necessary should the cost of the bond come in higher than currently estimated. This requires Executive Finance Committee approval because the cost of the amended contract exceeds the CEO's contracting authority.

### BACKGROUND:

On September 10, 2016 Pierce Transit entered into a contract with Northwest Lift and Equipment LLC for the purchase and installation of two Stertil-Koni hoists for a sum of \$196,711.38. Northwest Lift and Equipment LLC did not include in their quote a payment and performance bond required for the project. This contract amendment will cover the cost of the payment and performance bond and a 10% contingency only to be used if necessary should the cost of the bond come in higher than currently estimated. This requires Executive Finance Committee approval because the cost of the amended contract exceeds the CEO's contracting authority.

### ALTERNATIVES:

The alternative is not to amend Contract PT-13-16 with Northwest Lift and Equipment LLC to include Payment and Performance Bond.

RECOMMENDATION:

Authorize the Chief Executive Officer to increase contract PT-13-16 with Northwest Lift and Equipment LLC in the amount of \$6,876.00, which includes a 10% contingency, for a total new approved contract amount not to exceed \$203,587.38.

Executive/Finance Committee Action:

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Rick Talbert, Chair  
Executive/Finance Committee

ATTEST:

\_\_\_\_\_  
Deanne Jacobson, CMC  
Clerk of the Board