

**Virtual Meeting Participation Information:**

Dial: 1-253-215-8782 Meeting ID No. 89899980712  
Webinar link: <https://us02web.zoom.us/j/89899980712>

**Physical Meeting Location:**

Pierce Transit Training Center  
3720 96<sup>th</sup> Street SW  
Lakewood, WA 98499

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**Call to Order**

**Approval of Minutes** – April 21, 2022, committee meeting

**Public Comment:**

*Citizens wishing to provide comment will be given up to three minutes to comment on transit-related matters regardless of whether it is an agenda item or not. The Chair, at his or her discretion, may reduce the comment time to allow sufficient time for the Board to conduct business.*

*To request to speak virtually during public comment, please press the Raise Hand button near the bottom of your Zoom window or press \*9 on your phone. If speaking in person, please sign in at the table at the back of the room. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Written comments may also be emailed to [Djacobson@piercetransit.org](mailto:Djacobson@piercetransit.org).*

**Action Agenda**

1. FS 2022-031, Authorize the Chief Executive Officer to Execute a Multi-Year Contract with Cabbros Cleaning Service, LLC, Contract No. 1371, to Provide Janitorial Services for Buildings 4 and 5

Larry McCarty  
Facilities Manager

**Commissioner Comments**

**Executive Session** – None Scheduled

**Adjournment**

**Handouts** – None

**PIERCE TRANSIT  
SERVICE DELIVERY & CAPITAL COMMITTEE MEETING  
VIRTUAL MEETING**

**April 21, 2022**

**MINUTES**

**CALL TO ORDER**

Chair Roscoe called the meeting to order at 3:02 p.m.

**ATTENDANCE**

Service Delivery & Capital Committee members present:

Kent Keel, City of University Place Councilmember  
(*represents Fircrest and University Place*)  
John Palmer, Deputy Mayor of Puyallup  
Kim Roscoe, Committee Chair, Mayor of the City of Fife  
(*represents Fife, Milton, Auburn, Pacific, Gig Harbor, Steilacoom and Ruston*)  
Kristina Walker, Committee Vice Chair, City of Tacoma Councilmember  
Don Green, CTAG Non-voting Member

Service Delivery & Capital Committee members excused:

N/A

Pierce Transit staff present:

Deanne Jacobson, Clerk of the Board  
Brittany Carbullido, Deputy Clerk of the Board

**APPROVAL OF MINUTES**

Commissioners Keel and Walker **moved** and seconded to approve the February 17, 2022, meeting minutes as presented.

Motion **carried**, 4-0.

**PUBLIC COMMENT**

No public comments were received.

**ACTION AGENDA**

- 1. FS 2022-020, Authorize the Chief Executive Officer to increase the Contract Amount with MultiCare Centers of Occupational Medicine, Contract No. 1203, in the Amount of \$48,000 for Medical Exam Services and Hepatitis B Immunizations for a New**

**Authorized Contract Amount of \$248,000;** presentation by Tara Schaak, Human Resources Manager

Ms. Schaak presented on the item noting that Pierce Transit conducted many recruitments in 2021, which resulted in an increased level of expenditures. Additional monies are needed so that the services carried out by Multicare Centers of Occupational Medicine are carried out through September 2022. Staff will move forward with issuing an RFP for medical exam services for Q2/Q3 of 2022.

Commissioners Keel and Walker **moved** and seconded to authorize the Chief Executive Officer to increase the contract amount with MultiCare Centers of Occupational Medicine, Contract No. 1203, in the amount of \$48,000 for Medical Exam Services and Hepatitis B Immunizations for a new authorized contract amount of \$248,000.

Motion **carried**, 4-0.

2. **FS 2022-021, Authorize the Chief Executive Officer to Enter into and Execute a Multi-Year Contract with Atwork Commercial Enterprises, LLC, Contract No. 1412, for Routine Landscaping and Grounds Maintenance Services at Pierce Transit Properties in the Amount of \$504,867;** presentation by Larry McCarty, Facilities Manager

Mr. McCarty presented on the item and reported that Atwork is the agency's current provider for groundskeeping work and noted they were reselected through the competitive bid process. He reviewed the terms of the contract and responded to questions about the level of service that will be provided under the contract.

Commissioners Walker and Keel **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a multi-year contract with Atwork Commercial Enterprises, LLC, Contract No. 1412, for routine landscaping and grounds maintenance services at Pierce Transit properties in the amount of \$504,867.

Motion **carried**, 4-0.

## **PRESENTATIONS/DISCUSSION**

1. **2022 Q1 Public Safety Report;** presentation by Sgt. Scott Provost, Public Safety Department

Mr. Provost presented on the 2022 Q1 Public Safety Report and gave an overview of the various categories of incidents that occurred at major transit agencies and routes, demographic breakdown for exclusions issued, average response times, categories of police calls, and the number of assaults, trespasses and arrests.

A lengthy question and answer period ensued with Sgt. Provost about staffing levels and overall staffing strategies (*Commissioner Palmer left the meeting*) utilized to serve the Pierce Transit system.

Commissioner Walker noted that it would be helpful to discuss in future conversations the staffing approach/policy for the Pierce Transit system, which would include staffing levels at transit centers, staffing for bus checks, how the agency staffs locations that have more incidents, and how the agency responds to crime.

**2. 2022 Q1 Ridership Report;** presentation by Alicia Bradshaw, Senior Planner

Ms. Bradshaw provided a PowerPoint presentation detailing a ridership comparison of Boardings per service hour for all modes of transportation for Q1 of 2019 through Q1 of 2022. She reviewed Boardings by route for Pierce Transit and Sound Transit fixed route services.

Ms. Bradshaw also reviewed the On-Time Performance of various routes and Missed Trips by route.

A short, high-level discussion between staff and the commissioners ensued about whether the agency's metrics for route performance are appropriately set and whether the current target/goals identified in the agency's Route Productivity Report should be revisited.

Ms. Bradshaw responded to various questions relating to the data reviewed.

**COMMITTEE MEMBER COMMENTS**

No comments were provided.

**EXECUTIVE SESSION**

There was no executive session.

**ADJOURNMENT**

There being no further business, Commissioners Walker and Keel **moved** and seconded to adjourn the meeting at 4:07 p.m.

Motion **carried**, 3-0.

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Deanne Jacobson  
Clerk of the Board

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Kim Roscoe, Chair  
Service Delivery & Capital Committee

TITLE: Authorize the Chief Executive Officer to Execute a Multi-Year with Cabbros Cleaning Service, LLC, Contract No. 1371, to Provide Janitorial Services for Buildings 4 and 5

DIVISION: Maintenance

SUBMITTED BY: Jace Banta, Facilities Maintenance Assistant Manager

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Financial

**BUDGET INFORMATION**

Is it Budgeted?  Yes /  No

Project Name or Number:

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 540,338	The total amount includes operating funds for a contract for up to three (3) years for janitorial services in Buildings 4 and 5 beginning July 1, 2022.
Grant/Other Amounts	\$	
Total Expenditure	\$ 540,338	

**BACKGROUND:**

On March 17, 2022 an RFP for Janitorial Services was advertised. Five proposals were received by the due date April 4, 2022. The evaluation process resulted in Cabbros Cleaning Service, LLC, being the successful proposer. The current janitorial contract will expire on June 30, 2022. This contract is subject to prevailing wage requirements in which contractors can submit for prevailing wage adjustments each twelve (12) month period. For this reason, in each category of service, 5% was added each year to accommodate for potential increases in prevailing wage rates. The first-year Basic Monthly Service in both buildings, excluding additional and optional services, is \$171,400. The second contract year is estimated \$179,970, the third contract year is estimated \$188,968.

The contract has an option to use up to \$10,000 per year for Allowance Items that are outside of the Basic Monthly Service, and the Allowance costs have been factored into the total expenditure amount. Allowance Items could include miscellaneous, optional, and emergency services. Additionally, it could include carpet cleaning and internal and external window washing. Allowance Items are issued to the contractor by mutual agreement of the work to be performed by an Amendment to the Contract. The pricing for these additional services has been established through Contractor's proposal and are as follows: Optional service for carpet cleaning is estimated to require 80 hours of service. (40 hours per year in each building) The rate for this service is \$25.00/hour. Interior window washing services at \$2,650 per occurrence for buildings 4 and 5. Exterior window washing services at \$2,900 for both buildings.

**FACT SHEET**  
**PAGE 2**

**STAFF RECOMMENDATION:**

Authorize the Chief Executive Officer to enter in to and execute Contract No. 1371 with Cabbros Cleaning Services, LLC, to provide janitorial services in buildings 4 and 5 for up to three (3) years in the amount of \$540,338.

**ALTERNATIVES:**

The alternatives are to not approve this request which would leave Pierce Transit without contracted janitorial services; or to reject all proposals and undertake another RFP process. These alternatives are not recommended as Cabbros Cleaning Service, LLC, proposal meets Pierce Transit's requirements and is competitively priced.

**PROPOSED MOTION:**

Move to: Authorize the Chief Executive Officer to enter into and execute Contract No. 1371 with Cabbros Cleaning, LLC, to provide janitorial services for Buildings 4 and 5 for up to three (3) years in the amount of \$540,338.