

**Virtual Meeting Participation Information:**

Dial: 1-253-215-8782 Meeting ID No. 89378154517

Webinar link: <https://us02web.zoom.us/j/89378154517>

**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** – October 20, 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. Election of Chair and Vice Chair Chair Kim Roscoe
2. FS 2023-008, Authority to Execute a Multi-Year Contract with Cintas Corporation No. 2, (Contract No. 1502) to Provide Uniform Rental and Laundry Services for Maintenance Personnel Marah Harris  
Fleet Manager
3. FS 2023-009, Authority to Increase the Contract Authority Amount with United Site Services of Nevada, Inc., Contract Number PT-81-19A, for Continued Portable Toilet Rentals and Services at Transit Centers and Park and Ride Lots Adam Davis  
Executive Director of Maintenance

**Commissioner Comments**

**Executive Session** – None Scheduled

**Adjournment**

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

**October 20, 2022**

**MINUTES**

**CALL TO ORDER**

Chair Roscoe called the meeting to order at 3:14 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

Service Delivery & Capital Committee members excused:

John Palmer, Deputy Mayor of Puyallup  
Don Green, CTAG Non-voting Member

Pierce Transit staff present:

Mike Griffus, Chief Executive Officer  
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 June 16, 2022, meeting minutes as presented.

Motion **carried**, 3-0.

**PUBLIC COMMENT**

No public comments were received.

**ACTION AGENDA**

- 1. FS 2022-054, Authorize the Purchase of up to Twelve (12) Replacement Vanpool Vans from Washington State Contract No. 05916 in an Amount not to Exceed \$814,118;**

Warranty Coordinator Brenda Lacey presented on the item and reported that this project was carried over from 2021 as vehicles were not available in 2021 due to the supply chain issues brought on by the pandemic. She noted that this request is in line with the agency's replacement schedule.

Commissioners Keel and Walker **moved** and seconded to authorize the purchase of up to twelve (12) replacement vanpool vans from the Washington State Contract No. 05916 in an amount not to exceed \$814,118.

Motion **carried**, 3-0.

**2. FS 2022-055, Authorize the purchase of up to sixteen (16) replacement support vehicles from Washington State Contract No. 05916 and/or 13022 in an amount not to exceed \$334,837**

Warranty Coordinator Brenda Lacey presented on the item and reported that this project was carried over from 2021 as vehicles were not available in 2021 due to the supply chain issues brought on by the pandemic. She noted that this request is in line with the agency's replacement schedule. She advised that this request is in line with the agency's replacement schedule.

Chair Roscoe requested that staff provide additional information about the vehicles being removed from service in comparison to the new vehicles that will be ordered.

Commissioners Keel and Walker **moved** and seconded to authorize the purchase of up to sixteen (16) replacement support vehicles from the Washington State Contract No. 05916 and/or 13022 in an amount not to exceed \$334,837.

## **REVIEW AND DISCUSSION**

### **1. Review of 2022 Q3 Ridership Report**

Principal Planner Lindsey Sehmel reviewed the 2022 Q3 Ridership report for fixed route service, explaining various metrics. She noted that ridership has increased even though the agency had to reduce service in November 2021.

CEO Griffus noted that ridership is increasing slowly and it appears to be increasing nationally. He advised that the agency is in the process of developing methods to better track the youth ridership numbers and reported that Pierce Transit recently distributed 30,000 ORCA cards in response to the Youth Ride Free program.

Discussion ensued back and forth between staff with Ms. Sehmel reviewing routes with the highest boardings, On-Time Performance metrics and missed trips metrics.

Chair Roscoe thanked staff for the report and all members present for the dialog, noting that the information shared today was very helpful.

### **2. Review of 2022 Q3 Public Safety Report**

Chief Jim Kelly reviewed the 2022 Q3 Public Safety Report. He reviewed the top 10 incident reports; the Resulting Actions for Reported Incidents; Top 10 Documented Offenses, reviewed the routes that have the most calls for service or assistance, reviewed the common times that incidents seem to occur at the high-incident locations. He noted that there hasn't been much change in activity in these top routes since 2021.

Chief Kelly reviewed the Notice of Exclusion issues and reviewed the demographics of the recipients who received exclusions. He continued to review average response times of Pierce Transit's law enforcement partners.

Chief Kelly also reported that since utilizing Allied Security services and deploying Public Safety Officers out more in the system, transit police calls have diminished. He reviewed Bus Checks data and reviewed employee assaults. He reported that the agency is working with operators in de-escalation tactics.

Discussion ensued about cases that that are referred to the Pierce County Prosecutor's Office, with Chief Kelly confirming that most cases do get referred to the Prosecutor's Office unless it involves mental illness.

Commissioner Keel requested that future reports include information about the number of referrals to the Prosecutor's Office.

Chief Kelly responded to various questions relating to health and welfare checks and to questions about how various public safety matters are conducted.

CEO Griffus reinforced that the agency focuses on de-escalation skills and practices especially relating to fare paying matters.

## **COMMITTEE MEMBER COMMENTS**

Commissioner Keel expressed his appreciation for today's meeting, noting the data and the discussion was helpful.

Chair Roscoe expressed that the routine of receiving information is helpful.

## **EXECUTIVE SESSION**

There was no executive session scheduled.

## **ADJOURNMENT**

There being no further business, Commissioners Keel and Walker **moved** and seconded to adjourn the meeting at 4:01 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: Authority to Execute a Multi-Year Contract with Cintas Corporation No. 2, (Contract No. 1502) to Provide Uniform Rental and Laundry Services for Maintenance Personnel

DIVISION: Maintenance

SUBMITTED BY: Marah Harris, Fleet Manager

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

**BUDGET INFORMATION**

Is it Budgeted?  Yes /  No

Project Name or Number:

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 980,000	The total contract cost is based on estimated usage at an estimate of \$196,000 per year for 5 years.
Grant/Other Amounts	\$ N/A	
Total Expenditure	\$ 980,000	

**BACKGROUND:**

Staff requests authority to execute a contract for Uniform Rental and Laundry Services for Maintenance personnel with Cintas Corporation No. 2., for a contract term of five (5) years. Uniforms are required by the Amalgamated Transit Union Master Agreement, Article 26, page 45 and Article 27, page 50, which states that the employer shall provide said uniforms.

Staff developed specifications for uniforms for outerwear, pants, shirts, and coveralls. The color scheme and logo will reflect Pierce Transit Styles, Graphic Standards and branding.

On December 8, 2022, Pierce Transit advertised a Request for Bids (RFB) for laundry services to supply, maintain and launder Maintenance shop personnel uniforms, rags and towels. The RFB was advertised on Pierce Transit’s website, Office of Minority and Women’s Business Enterprises, the Tacoma Daily Index and the Daily Journal of Commerce. Two (2) responsive proposals were received and evaluated by staff. It was determined that Cintas Corporation No. 2 is a responsible proposer that would be able to meet all of the requirements described in the Scope of Work at a competitive price. As a result, staff recommends awarding to Cintas Corporation No. 2 for a not to exceed amount of \$980,000 based on estimated quantities.

STAFF RECOMMENDATION:

Staff requests authority to enter into and execute a multi-year contract with Cintas Corporation No. 2 for Uniform Rental and Laundry Services.

ALTERNATIVES:

Reject all bids or select an alternate bidder. This is not recommended as staff is recommending the firm that most closely meets the standards of Pierce Transit and ensures the best prices. Therefore, staff recommends the contract be awarded to Cintas Corporation No. 2.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to enter into and execute a multi-year contract with Cintas Corporation No. 2 (Contract No. 1502) for Uniform Rental and Laundry Services for Maintenance personnel in the amount of \$980,000.

TITLE: Authority to Increase the Contract Authority Amount with United Site Services of Nevada, Inc., Contract Number PT-81-19, for Continued Portable Toilet Rentals and Services at Transit Centers and Park and Ride Lots

DIVISION: Maintenance

SUBMITTED BY: Stephanie Prine, Parts Procurement Manager & Interim Facilities Manager

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Financial

**BUDGET INFORMATION**

Is it Budgeted?  Yes /  No

Project Name or Number: PT-81-19

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Previous Contract Authority	\$ 200,000	The estimated annual cost is approximately \$75,000 based on current projected quantities and service for continued portable toilet rental services and includes a contingency for unforeseen circumstances.
This Contract Amount	\$ 150,000	
New Contract Amount	\$ 350,000	

**BACKGROUND:**

Pierce Transit rents portable toilets on an ongoing basis for use at six Transit Centers and Park & Ride Lots. These portable facilities are installed at locations that do not have plumbing or at locations where we received requests from nearby businesses to install restroom facilities to reduce the number of transit patrons utilizing their restrooms, such as the Lakewood Town Center. The contract includes the cleaning and servicing of the portable toilets as well as restocking hand sanitizer. The cleaning schedule is based on the level of usage.

The current contract, PT 81-19, was awarded to United Site Services of Nevada, Inc., to provide these services after a competitive bid process was completed on November 5, 2019. Two (2) responsible proposals were received and evaluated by staff, and it was determined that United Site Services of Nevada, Inc., was the lowest responsible and responsive bidder. The contract allows for two additional extensions and staff seeks to exercise this provision and to increase the contract amount to continue with the portable toilet rental services for two additional years.

ALTERNATIVES:

Do not authorize the contract increase. This is not recommended as there is a need for the services at locations that do not have access to other restroom facilities for employees and our customers.

RECOMMENDATION:

Authorize the Chief Executive Officer to increase the contract authority amount by \$150,000 with United Site Services of Nevada, Inc., for two additional years of portable toilet rental services, for a new contract authority amount of \$350,000.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to increase the contract authority amount with United Site Services of Nevada, Inc., Contract PT-81-91, in the amount of \$150,000 for continued portable toilet rentals and services at Transit Centers and Park and Ride Lots, for a new contract authority amount of \$350,000.