

E.2 Consideration of Approval of a Contract for Landscaping Services with Windwood Enterprises, Inc.

Recommendation: That the Board of Directors authorize the General Manager to enter into a contract with Windwood Enterprises, Inc. of Ferndale, WA for Landscaping Services to include Snow and Ice Removal, execute any extensions under the agreement, and approve any change orders within the General Manager's approval authority without the need for further Board approval.

Magan Waltari, Procurement and Contracts Manager gave an overview of this item.

MOTION BY DONOVAN, SECONDED BY HAWKINSON THAT THE BOARD OF DIRECTORS AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH WINDWOOD ENTERPRISES, INC. OF FERNDAL, WA FOR LANDSCAPING SERVICES TO INCLUDE SNOW AND ICE REMOVAL, EXECUTE ANY EXTENSIONS UNDER THE AGREEMENT, AND APPROVE ANY CHANGE ORDERS WITHIN THE GENERAL MANAGER'S APPROVAL AUTHORITY WITHOUT THE NEED FOR FURTHER BOARD APPROVAL.

The motion was approved unanimously.

E.3 Consideration of Approval of a Contract for Vehicle Detailing Services with Kulshan Supported Employment

Recommendation: That the Board of Directors authorize the General Manager to enter into a contract with Kulshan Vocational Services (dba Kulshan Supported Employment) of Bellingham, WA for Vehicle Detailing Services, execute any extensions under the agreement, and approve any change orders within the General Manager's approval authority without the need for further Board approval.

Magan Waltari, Procurement and Contracts Manager gave an overview of this item.

There was a question about what Kulshan pays their workers. Ms. Waltari said she is not sure but could check.

Board member Hawkinson stated it is typically minimum wage. She said these are disabled workers. She said she would like to see WTA look for other options in the future, but it is late for that now. Most workforce agencies are working toward integrated employment now instead of grouping disabled workers.

MEMORANDUM

TO: Chairman and Members of the Board of Directors

FROM: Andy Bowler, Fleet & Facilities Director
Cindy Campen, Service Section Supervisor
Magan Waltari, Purchasing & Contracts Manager

DATE: March 2, 2023

SUBJECT: Consideration of Approval of a Contract for Landscaping Services with Windwood Enterprises, Inc.

RECOMMENDATION

That the Board of Directors authorize the General Manager to enter into a contract with Windwood Enterprises, Inc. of Ferndale, WA for Landscaping Services to include Snow and Ice Removal, execute any extensions under the agreement, and approve any change orders within the General Manager's approval authority without the need for further Board approval.

BACKGROUND

In January, staff issued a competitive bid request for Landscaping Services. The scope of work requires the contractor to provide regular landscaping, irrigation maintenance, and pest and weed control at six (6) WTA properties. The contractor will also perform snow and ice removal work as needed on a 24-hour 7 day a week basis to Ferndale and Lynden Transit Stations. The contract also requires annual plantings and maintenance of the Display Garden at Lynden Station.

The bid request was advertised on WTA's Procurement website and Social Media platforms, The Bellingham Herald, WA State Office of Minority & Women's Business Enterprise portal, WA State Procurement Technical Assistance Center website, Builders Exchange, and WA State Enterprise Business Solution portal. WTA received three (3) bids in response.

Award was based on the lowest responsive lump sum monthly bid not including snow and ice removal from the most responsible bidder.

BID SUBMITTAL #	Bidder No. 1:	Bidder No. 2:	Bidder No. 3:
Bidder Name:	PROSCAPES, Anacortes	WINDWOOD, Ferndale	TRANSBLUE, Snohomish
BTS	1,206.66	531.00	1,094.30
CTS	1,206.66	782.00	1,071.25
FTS	2,106.66	2,214.00	2,550.51
LTS	1,931.66	1,135.00	1,653.47
MOAB	2,106.66	1,569.00	1,843.01
MIDWAY	1,381.66	866.00	1,649.39
GRAND TOTAL	\$9,939.96	\$7,097.00	\$9,861.93

This contract is for an initial three (3) year term with options to extend for one (1) additional three (3) year term for a total potential contract length of six (6) years.

FISCAL IMPACT

The required budget for these services is included in the annual Facilities Expense Budget.