

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.

Board member Davidson said the per vehicle cost was given but asked for the total amount of the contract. Ms. Waltari said she does not have it but will calculate it and get it to him later.

MOTION BY HAWKINSON, SECONDED BY DONOVAN 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.

Mr. Reardanz said staff can work with Board member Hawkinson to look at other options during the term of this agreement.

Board member Davidson said he would like to table this until the next meeting to see the total contract amount and also to see what the practices are of the company.

Mr. Reardanz said the options are we could delay this until the next meeting, reject all bids and go back out for a new Request for Proposals, or award the contract to Kulshan who was the lowest bidder.

MOTION BY DAVIDSON, SECONDED BY HAWKINSON TO TABLE THIS ITEM UNTIL THE NEXT REGULARY SCHEDULED BOARD MEETING.

Board member Hawkinson stated she is seconding so we can get the total amount, but she does not think it makes sense to go out for bids again at this point.

The motion to table was approved 4 – 3.

Ayes: Sidhu, Davidson, Hawkinson, Huthman

Nays: Lautenbach, Donovan, Lilliquist

E.4 Consideration of Approval of Interlocal Agreement with the Whatcom County Treasurer for Investment Services

Recommendation: That the Board of Directors authorize the General Manager to sign an agreement with the Whatcom County Treasurer for investment services for a term of two (2) years ending on December 31, 2024. The agreement may be extended for two (2) additional years by mutual agreement in writing of both parties.

Shonda Shipman, Finance Director gave an overview of this item.

MOTION BY DONOVAN, SECONDED BY LAUTENBACH THAT THE BOARD OF DIRECTORS AUTHORIZE THE GENERAL MANAGER TO SIGN AN

MEMORANDUM

TO: Chairman and Members of the Board of Directors

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

DATE: March 16, 2023

SUBJECT: 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 as outlined in the Delegation of Authority.

BACKGROUND

In January, staff issued a competitive bid request for Vehicle Detailing Services. The scope of work requires the contractor to provide regular detail cleaning for WTA's revenue fleet. On an as needed basis, Contractor will also service staff vehicles and vanpool. Contractor is required to have one (1) employee hold a Class B Commercial Driver's License so they may move WTA vehicles as needed. Because they are operating revenue fleet, FTA requires the contractor to have a drug and alcohol testing program and that employees submit to random drug testing.

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, and WA State Enterprise Business Solution portal. WTA received two (2) bids in response.

Award was based on the lowest responsive lump sum total per bus per year for the first three (3) years not including staff vehicles and vanpool from the most responsible bidder.

	Years 1 – 3	Frontline	Kulshan
FIXED ROUTE	Per bus	\$ 2,910.00	\$ 2,406.36
PARATRANSIT	Per bus	\$ 2,925.60	\$ 1,561.99
HOP VANS	Per van	\$ 2,929.60	\$ 1,358.69
	GRAND TOTAL	\$ 8,765.20	\$ 5,327.04

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.

	Total Vehicles	Years 1 – 3	Kulshan	Year 1	Year 2	Year 3	Contract Amount Initial Term
FIXED ROUTE	62	Per bus	\$ 2,406.36	\$ 149,194.32	\$ 149,194.32	\$ 149,194.32	\$ 447,582.96
PARATRANSIT	46	Per bus	\$ 1,561.99	\$ 71,851.54	\$ 71,851.54	\$ 71,851.54	\$ 215,554.62
HOP VANS	2	Per van	\$ 1,358.69	\$ 2,717.38	\$ 2,717.38	\$ 2,717.38	\$ 8,152.14
GRAND TOTAL PER BUS/PER YEAR(Award Basis)			\$ 5,327.04	\$ 223,763.24	\$ 223,763.24	\$ 223,763.24	\$ 671,289.72
	Total Vehicles	Years 1 – 3	Frontline	Year 1	Year 2	Year 3	Contract Amount Initial Term
FIXED ROUTE	62	Per bus	\$ 2,910.00	\$ 180,420.00	\$ 180,420.00	\$ 180,420.00	\$ 541,260.00
PARATRANSIT	46	Per bus	\$ 2,925.60	\$ 134,577.60	\$ 134,577.60	\$ 134,577.60	\$ 403,732.80
HOP VANS	2	Per van	\$ 2,929.60	\$ 5,859.20	\$ 5,859.20	\$ 5,859.20	\$ 17,577.60
GRAND TOTAL PER BUS/PER YEAR (Award Basis)			\$ 8,765.20	\$ 320,856.80	\$ 320,856.80	\$ 320,856.80	\$ 962,570.40

At the request of the Board at the March 2nd meeting, Procurement verified that Kulshan staff is paid at least minimum wage.

FISCAL IMPACT

The required budget for these services is included in the annual Facilities Expense Budget. The total annual cost, before sales tax is \$223,763.24.