

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

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| <b>AGENDA TITLE:</b> | Authorizing the City Manager to Increase the Contract Authorization Authority for PSF Mechanical, Inc. in the Amount of \$50,000 for On-Call Plumbing Services at Various City Facilities        |
| <b>DEPARTMENT:</b>   | Administrative Services Department   |
| <b>PRESENTED BY:</b> | Sara Lane, Administrative Services Director<br>Dan Johnson, Fleet & Facilities Manager   |
| <b>ACTION:</b>       | <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion<br><input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing |

**PROBLEM/ISSUE STATEMENT:**

Staff is requesting the City Council to authorize the City Manager to increase the contract authorization authority amount with PSF Mechanical, Inc. by an amount of \$50,000 for on-call plumbing services. City Council approval is required because change order amounts cannot exceed \$50,000 in accordance with Shoreline Municipal Code (SMC) Chapter 2.60.

The original contract (#8452) between the City of Shoreline and PSF Mechanical, Inc. was executed on April 19, 2016 after undergoing a competitive bid process. The contract amount totaled \$20,300.21 per year with a total not to exceed \$80,000 over the life of the contract. The contract is scheduled to expire on December 31, 2019. A new on-call plumbing services bid process is scheduled to be completed in 2019 and commence January 1, 2020.

There are change orders already executed for on-call plumbing services totaling \$46,024.50. The requested amount of \$50,000 would increase the City Manager's authorization. Additional contract authority is necessary to respond to unexpected plumbing failures at the Shoreline Swimming Pool, water fountain vandalism at recreation park facilities and plumbing repairs occurring at other Shoreline facilities.

**RESOURCE/FINANCIAL IMPACT:**

There are sufficient budget funds in the Facilities Operating Repairs and Maintenance Budget to pay for the \$50,000 requested increase in change order authorization. With approval of additional contract authority, the new contract authority would not exceed \$116,324.71.

**RECOMMENDATION**

Staff recommends that Council increase the City Manager's contract authorization authority for Contract #8452 with PSF Mechanical, Inc. in the amount of \$50,000 for on-call plumbing services at various City facilities.

Approved By:            City Manager **DT**    City Attorney **MK**

## BACKGROUND

The City of Shoreline entered into a contract with PSF Mechanical, Inc. to perform on-call plumbing services on April 19, 2016. The annual contract amount totaled \$20,300.21 per year with a not to exceed amount of \$80,000 over the life of the contract. The current contract is scheduled to expire on December 31, 2019.

In accordance with Shoreline Municipal Code (SMC) Chapter 2.60, the City Manager's authority to execute change orders cannot exceed \$50,000. Staff is requesting the City Council to authorize the City Manager to increase the contract authorization authority amount with PSF Mechanical, Inc. by an amount of \$50,000 for on-call plumbing services.

## DISCUSSION

Additional change order authority is necessary to respond to unexpected plumbing repairs. Examples of these repairs include the following:

- Frequent repairs at the Shoreline Swimming Pool resulting from high use and aging facility.
- Repairs stemming from vandalism to water fountains and other plumbing fixtures at various park recreation facilities.
- Unexpected repairs occurring at Shoreline City Hall, the Shoreline Police Station and other City facilities.

The following table provides a summary of the various change orders executed to date and the total amount of the contract if this requested increase in contract authority is approved:

| <b>Original Contract Authority (Per Year)</b>  |                                    | <b>\$20,300.21</b>  |
|--|------------------------------------|---------------------|
| <b>Change Orders</b>                           | <b>Description of Work</b>         | <b>Amount</b>       |
| Executed Change Order 8452.01                  | Additional needed plumbing repairs | \$10,000.00         |
| Executed Change Order 8452.02                  | Additional needed plumbing repairs | \$5,829.85          |
| Executed Change Order 8452.03                  | Additional needed plumbing repairs | \$10,000.00         |
| Executed Change Order 8452.04                  | Repair leaky water tank            | \$10,194.65         |
| Executed Change Order 8452.05                  | Scoping/Jetting plumbing lines     | \$10,000.00         |
| <b>Subtotal</b>                                |                                    | <b>\$46,024.50</b>  |
| <b>Revised Contract Authority/Change Order</b> |                                    | <b>\$66,324.71</b>  |
| New Change Order 8452.06                       | Additional needed plumbing repairs | \$50,000.00         |
| <b>New Contract Authority</b>                  |                                    | <b>\$116,324.71</b> |

## RESOURCE/FINANCIAL IMPACT

There are sufficient budget funds in the Facilities Operating Repairs and Maintenance Budget to pay for the additional \$50,000 with PSF Mechanical, Inc. for on-call plumbing services. With approval of additional contract authority, the new contract authority would not exceed \$116,324.71.

## **RECOMMENDATION**

Staff recommends that Council increase the City Manager's contract authorization authority for Contract #8452 with PSF Mechanical, Inc. in the amount of \$50,000 for on-call plumbing services at various City facilities.