

REVISED AGENDA

INTERCITY TRANSIT AUTHORITY

Wednesday, January 19, 2022

5:30 P.M.

This meeting will be held remotely in accordance with the Open Public Meetings Act guidelines in the Governor's Proclamation [20.28.14](#).

You can dial in using your phone. Dial in at 5 p.m. for a sound check.

United States (Toll Free): 1 866 899 4679 / Access Code: 550-620-333

- One-touch: <tel:+18668994679,,550620333#>

The public may join using Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- 1) APPROVAL OF AGENDA 1 min.
- 2) PUBLIC COMMENT 5 min.

General public comment may be submitted prior to each Intercity Transit Authority meeting.

 - By Email to pmessmer@intercitytransit.com by 12 noon on January 19, 2022.
 - By Phone - Contact the Clerk of the Board at 360-705-5860 by 12 noon January 19, 2022.
 - By USPS - mail comments to "Public Comments" P. O. Box 659, Olympia, WA 98507.
- 3) INTRODUCTIONS
 - A. ~~Operator Class 22-01 (Cameron Crass)~~
~~Johnny Harris, Amelia Chirhart, Hunter Ellis, Valerie Woodman, Zachary Rose, Robert Wolfe, Andrew Bailey, Jonathan Merithew, Walter Hunt, April Hummell, Mariano Torres~~
 - B. ~~Robert Andrews III, Operations Trainer (Cameron Crass)~~
 - C. Megan Melton, HR Analyst (Sara Bradley)
 - D. Nicholas Orf, Administrative Assistant (Sara Bradley)
- 4) NEW BUSINESS
 - A. New ADOPS Building/FWF AV Equipment Purchase (Jeff Peterson) 5 min.
 - B. New ADOPS Building/FWF Furniture Purchase (Katie Cunningham) 5 min.
- 5) COMMITTEE REPORTS
 - A. Thurston Regional Planning Council (Jan. 14) (Carolyn Cox) 5 min.
 - B. Transportation Policy Board (Jan. 12) (Don Melnick) 5 min.
 - C. Community Advisory Committee (Jan. 10) (David Bonauto) 5 min.
- 6) GENERAL MANAGER'S REPORT 5 min.
- 7) AUTHORITY ISSUES 10 min.

ADJOURNMENT

Intercity Transit ensures no person is excluded from participation in or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 at least three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 or 1-800-833-6384 and ask the operator to dial (360) 705-5860.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: January 19, 2022

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: New ADOPS Building and FWF AV Equipment Purchase

- 1) **The Issue:** Authorization to purchase Audio Visual (AV) equipment for the new Administration/Operations (ADOPS) building and Fuel Wash Facility (FWF).

 - 2) **Recommended Action:** Authorize the General Manager to execute a purchase order with Diversified for AV equipment in an amount of \$290,000, which includes estimated sales tax and an approximate 5% contingency.

 - 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
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- 4) **Background:** Intercity Transit's Pattison Expansion and Rehabilitation North Parcel Project includes two new buildings, the ADOPS building and the new FWF. Both buildings include several conference rooms requiring displays, projectors, screens, microphones, and other related information technology equipment to support our virtual training and presentation needs.

To complete this purchase, Intercity Transit intends to utilize the Department of Enterprise Services existing contract (number 03418) for audio/visual equipment and installation services with Diversified. The project team have been collaborating with representatives from Diversified who have reviewed the plans and toured the construction site before developing a proposal based on similar technologies utilized at the Olympia Transit Center (OTC2) expansion project.

The proposal has been reviewed and approved by the project team to ensure it met the intentions of the design. The total quoted AV package cost is \$276,776.19. This includes all equipment, estimated sales tax, and services, including delivery, labor and installation, and packaging removal and disposal for both buildings. With an approximate 5% contingency, the total requested amount is \$290,000.

Based on our experience working with Diversified on the OTC2, staff is confident the proposed solution, installation services and technical support expertise is sure to satisfy our virtual presentation needs at both the ADOPS building and FWF.

5) **Alternatives:**

- A. Authorize the General Manager to execute a purchase order with Diversified for AV equipment in an amount of \$290,000, which includes estimated sales tax and an approximate 5% contingency.
- B. Defer action. If we choose not to purchase AV equipment at this time, the needed equipment for the new buildings may not arrive prior to building completion and occupancy.

6) **Budget Notes:** This purchase of \$290,000 is within the 2022 budget allocation for new Pattison furniture, fixtures, equipment, and technology.

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impacts to enhance our community and support the Thurston County Regional Climate Mitigation Plan."*

8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: January 19, 2022

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: New ADOPS Building and FWF Furniture Purchase

1) **The Issue:** Authorization to purchase furniture for the new Administration/Operations (ADOPS) building and Fuel Wash Facility (FWF).

2) **Recommended Action:** Authorize the General Manager to purchase furniture for the new ADOPS and FWF buildings from OpenSquare in an amount of \$1,870,000, which includes sales tax and an approximate 1% contingency.

3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.

4) **Background:** Intercity Transit' Pattison Expansion and Rehabilitation North Parcel Project includes two new buildings, the ADOPS building and the new FWF. The project includes office furniture, storage furniture, and related items. Intercity Transit has partnered with OpenSquare, under an established University of Washington (UW) contract, to develop and provide a new furniture package for both buildings.

OpenSquare, procurement staff, and internal stakeholders collaborated throughout the past year to determine furniture needs for the new ADOPS and FWF buildings. Discussions included office furniture needs, common space needs, storage needs, and furniture fit and finish. This resulted in an overall furniture package which encompasses both buildings, with line-item detail and renderings for each floor of each building.

The total quoted furniture package cost is \$1,850,892.40. This includes all furniture products, sales tax, and services, including delivery, labor and installation, and packaging removal and disposal for both buildings. With an approximate 1% contingency, the total requested amount is \$1,870,000.

To complete this purchase, Intercity Transit intends to utilize UW Contract number UW-18-61518 with OpenSquare for Steelcase products and related services. UW competitively awarded this contract which Intercity Transit is eligible to purchase from. OpenSquare will also source several furniture items

from cooperative contracts through Omnia Partners and The Interlocal Purchasing System (TIPS). Intercity Transit is also eligible to use contracts from these cooperative groups, and a review of each contract to be utilized was conducted to verify that each was awarded in accordance with Intercity Transit's procurement standards.

Based on our experience with OpenSquare, staff is confident in the firm's responsibility and ability to perform. Staff is also confident that the products supplied by OpenSquare are of sound quality and will serve our staff well for many years to come. Accordingly, staff recommends award of the purchase for the new ADOPS and FWF furniture package to OpenSquare.

5) **Alternatives:**

- A. Authorize the General Manager to purchase furniture for the new ADOPS and FWF buildings from OpenSquare in an amount of \$1,870,000, which includes sales tax and an approximate 1% contingency.
- B. Defer action. If we choose not to purchase furniture at this time, the needed furniture for the new buildings may not arrive prior to building completion and occupancy.

6) **Budget Notes:** This purchase of \$1,870,000 is within the 2022 budget allocation for new Pattison furniture, fixtures, equipment, and technology.

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

8) **References:** [ADOPS Building Layout](#) and [FWF Building Layout](#).