

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5f

Date of Meeting December 15, 2009

DATE: December 9, 2009

TO: Tay Yoshitani, Chief Executive Officer

FROM: Ralph Graves, Managing Director, Capital Development
Tim Jayne, Senior Manager, Procurement Services

SUBJECT: Authorization to exercise options and proceed with existing goods and purchased services agreements in excess of \$300,000.

Amount of This Request: \$0 – contracting authority only.

Source of Funds: Seaport and Airport Operating Funds, which the CEO has the authority to spend.

ACTION REQUESTED:

Request authorization for the Chief Executive Officer to exercise options and otherwise proceed with existing goods and purchased services agreements needing renewal prior to January 31, 2010, a total of six (6) contracts.

SYNOPSIS:

Resolution No. 3605, as originally approved in August 2008, delegated to the CEO authority to enter into goods and purchased services contracts with a term of only one (1) year, as long as the total obligation did not exceed the amount of current budgets. The exact language was “Single year contracts may provide for up to four (4) options to extend the contract term for one (1) year periods, provided that the cost associated with any contract extensions must be within “Authorized Budget Limits.” This passage was removed in the November 2009 Commission updated Resolution No. 3605. The new version delegates to the CEO authority to execute such contracts, regardless of duration, only if the price does not exceed \$300,000. This means that a number of contracts that were previously within CEO authority now require Commission approval. This memorandum addresses those contracts due for renewal prior to January 31, 2010, listed on page 2. New or renewing goods and purchased services contracts after that date will be brought to Commission for approval separately.

COMMISSION AGENDA

T. Yoshitani, Chief Executive Officer

December 9, 2009

Page 2 of 2

CONTRACT DESCRIPTIONS/SCOPE OF WORK:

<u>Vendor</u>	<u>Scope</u>	<u>Approximate 2010 Amount*</u>
Kone, Inc.	Elevator and escalator maintenance	\$2,300,000
Kone, Inc.	Elevator and escalator repairs	\$ 890,000
Clean Energy	Compressed natural gas	\$ 275,000
Seaport Petroleum	Gasoline and diesel fuel	\$ 475,000
Cryotech Deicing Technol.	Snow and ice control chemicals	\$ 300,000
ICON Materials	Ramp snow removal	\$ 300,000

*Amounts represent budgeted estimates based on previous contracts, and may be higher depending on circumstances. Snow and ice chemicals and snow removal items will depend particularly on winter weather.