

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5a

ACTION ITEM

Date of Meeting August 7, 2012

DATE: July 27, 2012

TO: Tay Yoshitani, Chief Executive Officer

FROM: Cassie Fritz, Manager, Seaport Project Management Support Services

SUBJECT: Crane Inspection and Engineering Support Services Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Service Agreement

Amount of This Request: \$0 **Source of Funds:** Future Individual Project Authorizations

Maximum Value of IDIQ Contract: \$ 750,000

ACTION REQUESTED:

Request Commission authorization for the Chief Executive Officer to advertise and execute a consulting services indefinite delivery, indefinite quantity (IDIQ) contract for crane inspection and engineering support services for \$750,000 with a three-year contract ordering period. No funding is associated with this authorization.

SYNOPSIS:

The Port of Seattle owns a large fleet of cranes, manlifts and hoisting equipment. This service agreement will provide the Seaport and Real Estate Divisions in conjunction with Seaport Project Management the subject matter expertise to support ownership and operation of cranes and lifting equipment. In addition to providing annual Washington State inspections and certifications, this service agreement would also provide the resources to perform crane and hoisting equipment structural inspections, standard repair procedures, oversight, testing, engineering and analysis for all crane related activities, projects, and emergency repair activities that may arise.

The service agreement resulting from this request will allow Port staff to respond to a range of needs, including, but not limited to, certification of cranes and hoisting equipment, structural inspections for the container cranes, testing and inspection, development of repair procedures when defects have been identified, engineering and cost analysis for crane modifications to respond to business needs, and development and oversight of emergency repair procedures.

The proposed IDIQ contract would be competitively bid and allow the Port to provide the required inspections and certifications, and be able to quickly respond to business and emergency

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needs as they arise efficiently and cost effectively. The Office of Social Responsibility will assist in identifying opportunities for participation by small contractors and suppliers prior to the public advertisement of the IDIQ.

PROJECT SCOPE OF WORK AND SCHEDULE:

Scope of Work:

The contract will be written with a specific not-to-exceed amount, identify the services required, and will have a contract ordering period (during which the services may be separately authorized) of three years. The actual contract duration may extend beyond three years in order to complete work identified in particular service directives. Service directives may be issued during the contract ordering period and within the total original contract value.

Schedule:

It is estimated that the contract will be executed by February 2013 and have a three-year ordering period. Each service directive will specify the duration and schedule associated with the task or tasks involved.

FINANCIAL IMPLICATIONS:

Charges to this contract will be from department budgets and projects that will be authorized separately through established procedures. Consequently, there is no funding request associated with this authorization. Individual service directives will be executed to authorize the consultant to perform any specific work on the contract against approved project authorizations and within the total contract amount.

ALTERNATIVES CONSIDERED AND THEIR IMPLICATIONS:

- Prepare separate procurements each time listed professional services are needed for specific crane services and repairs. This option would not be the most efficient use of Port resources and may delay Port operations. This is not the recommended alternative.
- Prepare one Category III procurement for inspection, testing, certification and engineering services for crane support services. This alternative ensures a competitive process, encourages small business participation, and provides staff with the tools needed to respond in a timely manner as project needs arise. **This is the recommended alternative.**

OTHER DOCUMENTS ASSOCIATED WITH THIS REQUEST:

None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS:

None.