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**DATE:** November 14, 2019

**TO:** Programs and Administration Committee

**FROM:** Pat Cabrera, Administrative Services Director

**SUBJECT:** Lighting Contractor Authorization

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## **SUMMARY**

At the November 14 Programs and Administration Committee meeting staff will request that the Committee recommend that the WMA Board approve contracting with Layman Electric for the Agency's lighting replacement project.

## **DISCUSSION**

The Agency has owned the StopWaste building since 2007. We have covered basic maintenance and repairs for our office in our operating budget and have encumbered funds for larger projects such as the recent kitchen renovation. We also recently established a building reserve to ensure larger projects have available funding when needed. Based on a recent evaluation of our lighting system and our work stations configuration, we have determined that the upstairs lighting needs to be upgraded and reconfigured to maximize efficiency and employee productivity. The new lighting system will be significantly more energy efficient as LEDs consume about 50% less energy than fluorescents and new controls will automatically respond to daylight conditions and provide more localized controllability. Additionally, maintenance costs will be reduced as the new fixtures have integral LEDs that do not require bulb replacements. As fluorescents contain mercury, this will reduce our contribution to the hazardous waste stream.

Staff solicited bids from six lighting contractors and received three responses. We are proposing to contract with Layman Electric at a cost of \$113,250, which includes materials and installation at prevailing wage. The other bidder, Gil's Electric was considerably higher at \$130,685. While Degryse Electric was lower at \$94,906, the company does not pay prevailing wage and as such, is disqualified from our contracting requirements.

Because the cost of this work exceeds the Executive Director's authorization of up to \$50,000 per vendor or contractor per fiscal year, WMA Board authorization is required.

We will be using encumbered monies to fund this project, therefore there will be no change to the Agency's FY 19-20 core budget.

## **RECOMMENDATION**

That the P&A Committee recommend that the WMA authorize the Executive Director to contract with Layman Electric for the office lighting replacement project.