



**DATE:** November 20, 2019

**TO:** Waste Management Authority Board

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

**SUBJECT:** Lighting Contractor Authorization

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## **SUMMARY**

On November 14, 2019 the Programs and Administration Committee recommended that the Waste Management Authority (WMA) Board authorize the Executive Director to contract with Layman Electric for the office lighting replacement project.

## **DISCUSSION**

Staff discussed the need to reconfigure and replace the upstairs lights in order to maximize energy efficiency and improve lighting conditions. Furthermore, the current fluorescent lights will be replaced with more energy efficient LEDs. LEDs do not contain mercury, reducing our contribution to the hazardous waste stream.

Staff solicited bids for the project and recommended Layman Electric at a cost of \$113,250. Since the cost of this work exceeds the Executive Director's authorization threshold, WMA Board approval is required to contract with this vendor.

The report submitted to the P&A Committee is attached.

### Committee Action

By a vote of 9-0 (Absent: Kalb, Kassan, Nason), the P&A Committee recommended that the WMA Board authorize the Executive Director to contract with Layman Electric for this project.

## **RECOMMENDATION**

That the WMA Board authorize the Executive Director to contract with Layman Electric for \$113,250 to perform the lighting replacement and reconfiguration work.

Attachment: P&A Committee Staff Memo



**DATE:** November 14, 2019  
**TO:** Programs and Administration Committee  
**FROM:** Pat Cabrera, Administrative Services Director  
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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.