

IMMEDIATE NEED REQUEST

2017 - 2018

Approved
in Cabinet
2/6/18
Bill Smoys
MT. SAC
Mt. San Antonio College

Requested by: (Unit, Department, Division or Vice President)					
		Date to VP:			
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	Facilities Planning & Management	Date to Cabinet:			
Division:	Facilities Planning & Management	Outcome:			
Vice President:	Administrative Services				
Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1. Engineered Maintenance Plan	In 2014, the College contracted with McKinstry Essention LLC for the development of an Engineered Maintenance Plan. The plan includes an inventory of all mechanical, electrical and plumbing equipment on campus, and the development of an ongoing capital equipment replacement program including Scheduled Maintenance and ongoing Preventative Maintenance Plans. In May, the Board of Trustees approved additions to this plan for newly completed or in-process campus projects consisting of the Campus Café, Student Success Center, Bldg. 12, and the Business and Computer Technology buildings. The funding was originally to be One Time Funding, Phase 2--Preventative Maintenance but this funding has been reallocated, and a new funding source is required.		\$17,920		
Account Number(s):	11900 620000 589000 659000				
2. Upload Equipment Database	In 2016, the College issued a purchase order to McKinstry Essention LLC to upload the equipment database into SchoolDude, and develop reports in the system as part of the preventative maintenance program. This purchase order was charged to the NRA P2 Preventative Maintenance funds. When those funds were reversed, there was no funding source available for this PO, and it was cancelled. The work is still required to be completed.				
Account Number(s):	11900 620000 589000 659000		\$ 10,220		

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.

**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE**

DATE: May 10, 2017

CONSENT

SUBJECT: Agreement with McKinstry Essention LLC for an Engineered
Maintenance Plan

BACKGROUND

In 2014, the College contracted with McKinstry Essention LLC for the development of an Engineered Maintenance Plan. The plan includes an inventory of all mechanical, electrical, and plumbing equipment on campus, and the development of an ongoing capital equipment replacement program including Scheduled Maintenance and ongoing Preventative Maintenance Plans.

Since that time, new buildings have been, or are in the process of, being constructed. This proposal would add those new buildings into the plan.

ANALYSIS AND FISCAL IMPACT

	Consultant:	McKinstry Essention LLC	
	Project:	Engineered Maintenance Plan	
Item	Description:	Amount	
	Professional consulting services to develop an Engineered Maintenance Plan for the Campus Café, Student Success Center, Building 12, and the Business and Computer Technology projects.	\$12,800.00	
	Install equipment tags on new mechanical, electrical, and plumbing equipment in the above buildings.	\$5,120.00	
	Contract Amount:	\$17,920.00	

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with McKinstry Essention LLC for an Engineered Maintenance Plan, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13



Facilities Planning & Management

1100 North Grand Avenue • Walnut, CA 91789

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PROPOSAL APPROVAL FORM

Updated 01/13/16 mlc

A. CONSULTING SERVICES REQUEST

(Project Manager to complete this section – ATTACH COPY OF PROPOSAL)

TODAY'S DATE:	4/11/17
FIRM NAME:	McKinstry
PROJECT NAME: (If Amendment, use original Project Name)	

SCOPE OF WORK INCLUDED IN THIS (ORIGINAL) PROPOSAL:

COST:

Seeking approval to have McKinstry complete an Engineered Maintenance Plan for buildings 8, 9E, 12, and BCT to establish estimated aggregate maintenance costs per building. McKinstry will incorporate their findings into the master plan completed in 2014. Also includes installing equipment tags on all MEP equipment in accordance with established nomenclature.	Time + Materials Not to Exceed \$ or Fixed Fee \$20,480.00
Reimbursables	\$ 0.00
TOTAL:	\$ 20,480.00

DESCRIPTION OF REQUEST (CHOOSE ONE):

New Consultant Agreement ☒

Contract Amendment No. (if applicable)

THIS SECTION FOR AMENDMENTS ONLY

(Use ONE FORM per Amendment, if submitting more than one Amendment at the same time)

INITIAL BOARD APPROVAL DATE FOR CONTRACT:		INITIAL BOARD APPROVED CONTRACT AMOUNT:	
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Previously approved and new amendments (add/remove rows as needed):

Amend No.	Scope of Work:	Board Approval Date:	Amount:	Revised Contract Amount:
1			\$	\$
2			\$	\$
3			\$	\$
4			\$	\$
5			\$	\$
6			\$	\$
			New Contract Amount:	\$

Approved By
Project Manager

Date:

*Print and forward to Construction Program Manager/Budget Manager after completion of this section.

McKinstry Board Approval 2016

Original on file in Facilities Planning & Management Department (Board, Vendor + Project Files)

Save this form in the project specific file

cc: Project Manager and Manager, Facilities Support Services

Mt. San Antonio College

Mr. Asher:

McKinstry is pleased to present this proposal to provide maintenance benchmarking for Building 8, Building 9E, Building 12, and the Business Computer Technologies (BCT) Building.

Scope:

Maintenance Benchmark – McKinstry will develop an Engineered Maintenance Plan (EMP) for Buildings 8, 9E, 12 and BCT. McKinstry will work with the Mt. SAC team and perform site audits or drawing reviews to determine the appropriate maintenance practices for the facility and to develop specific schedules, tasks, guidelines and labor estimates. Once compiled, McKinstry will incorporate the new information into the existing Engineered Maintenance Plan and present the information individually for the new buildings and as a total campus plan.

Deliverables:

1. Engineered maintenance plan (recommendations for tasking, schedules, estimated labor hours, and shortfall identification).
2. Benchmarking information (comparison to like facilities, IFMA, BOMA).

Cost Estimate for Maintenance Benchmark = \$12,800

Equipment Tagging – McKinstry will install equipment tags on new MEP equipment in the completed buildings listed. The team will utilize the same tagging equipment that was used in the 2015 tagging project and ensure that the equipment names in the field match the work order system.

Deliverables:

1. Add equipment tags to major MEP equipment (Optional Fee Below).
2. Equipment Tagging Supplies

Cost Estimate for Maintenance Benchmark = \$5,120

Total Project Cost = \$17,920

Schedule:

McKinstry estimates this scope of services to finish within 90 days of contract award. We look forward to working with you on this project. The proposal is valid for 45 days from the date proposed.

Proposal Accepted by:

Proposal Accepted by:

Mt. San Antonio College

McKinstry





Invoice

McKinstry Lockbox
PO Box 3895
Seattle, WA 98124

Mt San Antonio College
110 N Grand Ave
Walnut, CA 91789

Invoice: 20023486

Date: 08/02/17

Application #: 1

Period Start: 08/01/17

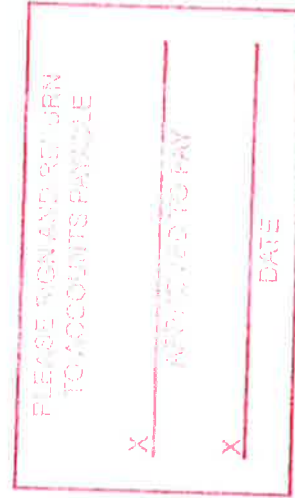
Period End: 08/31/17

Invoice Due Date: 09/01/17

Payment Terms: Net 30 Days

Contract: 201852- Mt. SAC CMMS Setup

Item	Description	Current Contract Amount	Approved Change Orders	Balance to Finish	Current retention	JTD retention	Stored Materials	Total		Previous Billing Applications	Amount Billed This Period
								Completed And Stored To Date	% Complete		
1		10,220.00	0.00	0.00	0.00	0.00	0.00	10,220.00	100.00%	0.00	10,220.00
Total for items		10,220.00	0.00	0.00	0.00	0.00	0.00	10,220.00	100.00%	0.00	10,220.00



PAID AUG 09 2017

Total Billed To Date: 10,220.00
Less Retainage: 0.00
Less Previous Applications: 0.00
Total Due This Invoice: 10,220.00