

## CITY COUNCIL REGULAR SESSION

Resolution granting authority to the Finance & Asset Management Director or his/her designee to execute amendment #2 to an existing City on-call contract to increase the not to exceed amount by 450,000 for a total contract value of \$1,000,000, plus all applicable taxes, for Citywide On-Call Underground Utility Locate Services with Applied Professional Services (APS), Inc.

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*Finance and Asset Management Department*

## EXECUTIVE SUMMARY

This Resolution will authorize the execution of an amendment for an additional \$450,000, plus all applicable taxes, to the professional services agreement for on-call underground utility locate services with APS, Inc.

## RECOMMENDATION

Move to adopt Resolution No. 10094

## BACKGROUND/ANALYSIS

In an effort to simplify and streamline procurement processes, the Finance & Asset Management Department collaborates with other departments to identify common service areas for which one competitive process can be conducted for all departments to utilize. The goal is to develop a variety of on-call contracts for staff to utilize to reduce costs and enhance efficiency using negotiated contracts.

This Resolution will authorize the execution of an amendment to the professional services agreement for on-call underground utility locate services with APS, Inc. On-call contracts for locate services are and have been an ongoing need for departments. The current contract (#1990138), which was approved by City Council Resolution No. 9570 in April 2019, does not expire until January 2024. Departments have exhausted funds previously requested in the amount of \$500,000. The first amendment to the contract added 10% (\$50,000), which is allowed under city policy bringing the total contract value to-date to \$550,000. This amendment seeks to add funding based on anticipated department needs through the end of the contract term.

On-call contracts do not guarantee that the contractor will receive a specific volume of work, a specific total contract amount, or a specific order value. They are structured as time and materials contracts with specific hourly rates, terms, and conditions. Should the 2019-2024 budgets reduce or eliminate funding for these kinds of services, the City is under no obligation to continue to do business with the vendor.

Under the authority of Bellevue City Code 4.28.150, the City may utilize cooperative purchasing arrangements with other municipalities. King County conducted a competitive request for proposals (RFP) process in December 2018 for Underground Utility Locating and Inspection Services that was won by APS, Inc.

## POLICY & FISCAL IMPACTS

### Policy Impact

Bellevue City Code

BCC 4.28.030B (1): The City has promulgated procurement procedures for the utilization of on-call contracts for services that fit within these criteria (1) for projects/tasks that are simple, short-term and small in scale; (2) for services that are typically performed on a routine and repetitive basis; and (3) for projects/tasks that are under \$50,000, plus all applicable taxes.

BCC 4.28.040 (2): Council approval is required for contracts greater than \$90,000.

BCC 4.28.150: Authorizes the City to join in cooperative purchasing arrangements with other public agencies when the best interests of the City would be served thereby.

### Fiscal Impact

Services under this contract support projects or programs approved by Council within the 2021-2022 Adopted Budget. Future funding for the remaining years of the contract will be requested in future budget processes and subject to final budget appropriation. Approval of this action increases the current contract by \$450,000, plus all applicable taxes, for a total contract amount of \$1,000,000, plus all applicable taxes.

Original Contract	\$500,000
Amendment #1	\$50,000
Increased Fund Request	<u>\$450,000</u>
<b>Total Contract Amount</b>	<b>\$1,000,000</b>

Total expenditures will be monitored by contract managers and services will not be requested from the vendor unless funds are available to cover the services.

## OPTIONS

1. Adopt the Resolution granting authority to the Finance & Asset Management Director or his/her designee to execute amendment #2 to an existing City on-call contract to increase the not to exceed amount by 450,000 for a total contract value of \$1,000,000, plus all applicable taxes, for Citywide On-Call Underground Utility Locate Services with Applied Professional Services (APS), Inc.
2. Do not adopt the Resolution and provide alternative direction to staff.

## ATTACHMENTS

Proposed Resolution No. 10094

## AVAILABLE IN COUNCIL LIBRARY

Amendment to the Professional Services Contract with APS, Inc.