

## **CITY COUNCIL REGULAR SESSION**

Resolution authorizing execution of a two-year agreement with GHB Window Cleaning Services Inc. for window washing services at Bellevue City Hall, the Bellevue Service Center and the Bellevue District Court, with a three-year renewal option, for a total contract amount including contingency funds not to exceed \$139,750, plus all applicable taxes.

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*Finance & Asset Management Department*

## **EXECUTIVE SUMMARY**

This Resolution will provide window washing services at Bellevue City Hall, the Bellevue Service Center and the Bellevue District Court.

## **RECOMMENDATION**

Move to adopt Resolution No. 10023

## **BACKGROUND/ANALYSIS**

The Finance & Asset Management department is responsible for maintenance at Bellevue City Hall (City Hall), the Bellevue Service Center (BSC) and the Bellevue District Court (BDC). In all, there is approximately 50,000 square feet of windows for the department's Facility Operations Division to keep clean and maintain.

Regular window cleaning at City facilities is a vital component of our ongoing preventive maintenance program, ensuring that over time windows are not damaged from hard water, dirt, and debris. Washing the debris from the windows at regular intervals prevents etching of the glass and can extend the lifespan of the windows. Window cleaning also helps to maintain the City's professional appearance to our citizens and staff who frequent our facilities.

The City conducted a competitive process to identify the most qualified and cost-effective vendor to provide window cleaning services at these locations. One company submitted a proposal, and it was evaluated based upon:

- Qualifications and expertise
- Overall cost
- Vendor safety planning

GHB Window Cleaning Services Inc. met the evaluation criteria and was selected as the most qualified vendor.

## **POLICY & FISCAL IMPACTS**

### **Policy Impact**

Bellevue City Code Chapter 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to award the bid where the cost exceeds \$90,000.

### **Fiscal Impact**

Approval of this action obligates the City to pay up to \$53,900, plus all applicable taxes, to GHB Window Cleaning Services Inc. for window washing services at City Hall, the BSC and the BDC during the initial two-year term of the agreement from December 1, 2021, to November 30, 2023. This amount includes \$10,000 in contingency funds for unexpected window cleaning needs. If renewed, the total five-year obligation, including the contingency funds, would be up to \$134,750, plus all applicable taxes.

This expenditure was anticipated in the 2021-2022 adopted operating budget for the first year of the contract. Future funding for the remaining year of the initial term and for the renewal option, if exercised, will be requested in a subsequent budget process.

## **OPTIONS**

1. Adopt the Resolution authorizing execution of a two-year agreement with GHB Window Cleaning Services Inc. for window washing services at Bellevue City Hall, the Bellevue Service Center and the Bellevue District Court, with a three-year renewal option, for a total contract amount including contingency funds not to exceed \$139,750, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS & AVAILABLE DOCUMENTS**

Proposed Resolution No. 10023

## **AVAILABLE IN COUNCIL LIBRARY**

Proposed contract with GHB Window Cleaning Services Inc.