

CITY COUNCIL REGULAR SESSION

Resolution authorizing execution of a five-year contract agreement with Synergy Building Services for custodial and floor care services at Bellevue City Hall, Bellevue Service Center, Crossroads Community Police Station, and Factoria Community Police Station, for a total contract amount including contingency funds not to exceed \$3,105,073, plus all applicable taxes.

Laurie Leland, Interim Director, 452-4366
Demitri Bergeron, Facility Operations Manager, 452-6144
Max Sorensen, Facilities Operations Specialist, 452-4290
Finance & Asset Management Department

EXECUTIVE SUMMARY

This Resolution authorizes execution of a contract with Synergy Building Services to perform custodial and floor care services at four City of Bellevue facilities: City Hall, Bellevue Service Center, Crossroads Community Police Station, and Factoria Community Police Station.

RECOMMENDATION

Move to adopt Resolution No. 10176

BACKGROUND/ANALYSIS

The Finance & Asset Management Department's Facility Operations Division maintains custodial services at Bellevue City Hall, Bellevue Service Center, and in agreement with the Police Department, the Crossroads Community Police Station, and Factoria Community Police Station which total 373,884 square feet of commercial space.

Custodial and floor care services are necessary to maintain these facilities at a level that maximizes their long-term functionality and value. These services also ensure a safe, clean, and functional work environment for employees and customers to conduct business. Contingency funds are included in the agreement to address unforeseen custodial needs, such as impacts from the COVID-19 pandemic.

This custodial and floor care agreement requires the vendor to use environmentally preferred cleaning products and green cleaning guidelines consistent with the policies of Bellevue City Code 4.28.160 and the Bellevue Comprehensive Plan:

EN-2. Conduct City operations in a manner that ensures the sustainable use of natural resources, promotes an environmentally safe workplace for its employees, and minimizes adverse environmental impacts.

EN-3. Minimize, and where practicable, eliminate the release of substances into the air, water, and soil that may have harmful impacts on people, wildlife, or the environment.

EN-16. Engage in environmentally preferable purchasing practices and support product stewardship to reduce waste to landfill and carbon emissions.

Facility Operations conducted a competitive request for proposal process to identify the most qualified, cost-effective vendor to provide custodial and floor care services. Four companies submitted complete

proposals for evaluation. Each submittal was reviewed and scored based on predetermined criteria by a staff team. The criteria included elements such as relevant experience servicing similar facilities, apparent quality of personnel as determined by job descriptions and résumés, reference checks, and cost. Based on full evaluation and consideration of all criteria, Synergy Building Services, was subsequently determined to be the most cost-effective and qualified vendor. Their proposal was competitively priced, offered the best value for services, and demonstrated a clear understanding of the scope of work.

#	Vendor	Women or Minority Owned Business?	5-Year Total Cost
1	Synergy Building Services	Y	\$3,045,073.40
2	SEALX	Y	\$4,654,192.87
3	West Force Division	Y	\$6,705,222.13
4	SMS Cleaning, Inc.	Y	\$10,411,881.74

POLICY & FISCAL IMPACTS

Policy Impact

Bellevue City Code 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 \$3,105,073, plus all applicable taxes for the custodial and floor care services at identified facilities. This amount includes \$60,000 in contingency funds for unforeseen custodial needs over the 5-year term of the contract.

This expenditure was anticipated in the 2023/2024 adopted General Fund budget for the first two years of the contract. Future funding of the contract's remaining years will be requested in subsequent budget processes.

OPTIONS

1. Adopt the Resolution authorizing execution of a five-year contract agreement with Synergy Building Services for custodial and floor care services at Bellevue City Hall, Bellevue Service Center, Crossroads Community Police Station, and Factoria Community Police Station, for a total contract amount including contingency funds not to exceed \$3,105,073, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS

Proposed Resolution No.10176

AVAILABLE IN COUNCIL LIBRARY

Proposed contract with Synergy Building Services