

May 4, 2015

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT:

Resolution No. 8913 authorizing execution of a General Services Agreement for city-wide overhead door maintenance service with Specialty Door Service Inc. for a five-year term.

FISCAL IMPACT:

Services provided under this contract will support projects or programs approved by Council with funds appropriated in the 2015-2016 Budget. Funding for the latter years of the contract will be requested as part of the 2017–2020 Budget.

The 2015 budget for city-wide overhead door maintenance service is approximately \$55,000 plus applicable taxes. The Fire, and Civic Services Departments are currently utilizing these services. The City will be executing three agreements for these services. This proposed agreement with Specialty Door Service Inc. has an estimated expenditure of \$19,000/year plus applicable taxes. Total expenditures will be monitored by contract managers, and services will not be requested from any vendor unless sufficient funds are available to cover the services.

STAFF CONTACT:

Jan Hawn, Director, x 6846

Sara Lane, Assistant Finance Director, x7247

Finance Department

POLICY CONSIDERATION

Bellevue City Code 4.28.030(1):

The City has promulgated procurement procedures for the utilization of on-call contracts for services that fit within these criteria: (1) projects/tasks that are simple, short-term and small in scale; (2) services that are typically performed on a routine and repetitive basis; and (3) projects/tasks that require Council approval.

BACKGROUND

In order to simplify and streamline procurement processes, the Finance Department has collaborated with departments to identify a number of 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 in order to reduce costs and enhance efficiency through use of negotiated contracts.

The City's Procurement Services Division is coordinating these efforts and will continue to competitively solicit pricing agreements for other common service areas where appropriate. These 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 pricing agreements for specific hourly rates, terms and conditions. Should the 2017-2020 budgets reduce or eliminate funding for these types of services, the City is under no

obligation to utilize services to the negotiated upper limit or a “not to exceed” amount. Council approval is required for these contracts because the annual expenditure for the services in total is anticipated to exceed the City Manager’s (or designee) approval threshold.

VENDOR SELECTION

An RFP was conducted in April 2015 for city-wide overhead door maintenance service. Four submittals were received and reviewed, evaluated and scored by the Selection Committee made up of staff from the Civic Services department. Review was based on criteria identified in the RFP including qualifications, hourly rates, and experience. Three of the vendor’s qualifications significantly exceeded the other, highlighting these company’s strengths and expertise in a variety of areas which will be utilized by staff for a variety of projects. Staff recommends awarding to Specialty Door Service Inc. for a five-year term.

EFFECTIVE DATE

If adopted by Council, this Resolution will become effective immediately. The Agreement will be effective June 11, 2015 through June 10, 2020 with no option for renewal.

OPTIONS

1. Adopt the Resolution authorizing execution of a General Services Agreement for city-wide overhead door maintenance services with Specialty Door Service Inc. for a five-year term.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1.

MOTION

Move to adopt Resolution No. 8913 authorizing execution of a General Services Agreement for city-wide overhead door maintenance service with Specialty Door Service Inc. for a five-year term.

ATTACHMENTS

Proposed Resolution No. 8913

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

Copy of General Services Agreement