

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

RESOLUTION No. 9087 authorizing execution of a three-year General Services contract, with the option to renew for an additional two years, with Serene Gutter Systems, Inc., for roof and gutter cleaning, maintenance, and inspection, in an amount not to exceed a contract total of \$297,000, plus approved changes not to exceed inflation.

### **FISCAL IMPACT**

This action will obligate the City to an amount not to exceed \$178,200 for a three-year General Services contract for roof and gutter cleaning, maintenance and inspection that will commence on May 1, 2016 and conclude April 30, 2019. Upon satisfactory performance, the City will have the option to renew the contract for an additional two years at \$59,400 per year, plus any state-mandated prevailing wage increase and/or City approved special or unanticipated market conditions that does not exceed the Consumer Price Index (CPI-U, Seattle-Tacoma-Bremerton) for the most recently completed calendar year. The aggregate amount of the contract and renewal would be \$297,000, plus approved changes not to exceed inflation.

This service was anticipated and sufficient funds are budgeted in the 2015-2016 Parks & Community Services Department operating budget. Future costs associated with this contract and option to renew will be requested in the 2017-2018 budget process and will be subject to final budget appropriation.

### **STAFF CONTACTS**

Thomas Purcell, Structural Operations Manager, 452-2036  
Zachariah Collom, Contract Administrator, 452-7110  
*Parks & Community Services Department*

### **POLICY CONSIDERATION**

#### **Bellevue City Code:**

Bellevue City Code 4.28 provides for the fair and equitable treatment of person in the purchasing process.

#### **City Contracting Policies:**

City Contracting Policy section 5.3 requires that General Services contracts over \$90,000 be approved by the City Council.

### **BACKGROUND**

Currently, roof cleaning service is being done via an on-call basis. In 2015, using on-call services, 24 roofs were serviced. The new proposed contract establishes a firm-fixed cost and includes 40 roofs to be serviced annually for approximately the same overall cost as what been spent cleaning 24 roofs in previous years. By moving to a firm-fixed contract, the City is gaining efficiency and service level. Standardizing this service and having it done on a regular basis may extend the life of the roofs, gutters and drain systems. This will be accomplished by keeping debris off the roofs, thereby reducing the moss growth and damage caused by these accumulations. It would also help prevent downspout and drain clogs that require costly cleaning.

### **CONTRACTOR SELECTION**

In January 2016, a Request for Proposal was issued for Roof and Gutter Cleaning, Maintenance and Inspection and was advertised twice in *The Seattle Times*. Two proposals were received from the following contractors: Serene Gutter Systems, Inc. and Multifacet Group. Proposals were scored based on an evaluation criteria which included: price, project understanding, proper contractor's license, experience with similar projects, and ability to meet the required deadlines. This selection process is consistent with purchasing procedures outlined in the City's Contracting Policy.

Serene Gutter Systems, Inc. was selected as the most qualified vendor to provide this service.

### **EFFECTIVE DATE**

If adopted by Council, this Resolution will become effective immediately. The contract will commence on May 1, 2016.

### **OPTIONS**

1. Adopt the Resolution authorizing execution of a three-year General Services contract with Serene Gutter Systems, Inc., for roof and gutter cleaning, maintenance, and inspection, in an amount not to exceed a contract total of \$297,000, plus approved changes not to exceed inflation.
2. Do not adopt the Resolution and provide alternative direction to staff.

### **RECOMMENDATION**

Option 1.

### **MOTION**

Move to adopt the Resolution authorizing execution of a three-year General Services contract with Serene Gutter Systems, Inc., for roof and gutter cleaning, maintenance, and inspection, in an amount not to exceed a contract total of \$297,000, plus approved changes not to exceed inflation.

### **ATTACHMENT**

Resolution No. 9087

### **AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

Contract