

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution authorizing execution of a four-year general services contract with MacDonald-Miller, for HVAC maintenance and repairs at 25 Parks Department facilities, in an amount not to exceed \$245,076, including Washington State Sales Tax.

FISCAL IMPACT

This action will obligate the City to an amount up to \$245,076 including Washington State Sales Tax (WSST) for a four-year general services contract with MacDonald-Miller. Sufficient funds are budgeted in 2015-2016 Parks & Community Services operating budget for the remainder of 2016. Future Contract expenditures were planned and are included in the Parks & Community Services operating budget for 2017-2018 and will be requested in subsequent operating budgets.

STAFF CONTACTS

Tom Purcell, Structural Operations Manager, 452-2036

Mark Schwisow, 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 persons in the purchasing process. Because the total amount of the contract exceeds \$90,000, Council approval is required.

BACKGROUND

Currently, the Parks Department utilizes skilled contractors to provide HVAC maintenance and repairs for 25 of the Park facilities. This contract will provide for ease of scheduling preventive maintenance and repairs, help eliminate premature failures, increase reliability and efficiency of equipment, and reduce the amount of staff labor to keep the systems operational. The contract includes full inspections of equipment and systems twice per year, filter changes four times a year, emergency service within four hours of request, and normal maintenance and service within twenty-four hours of request.

CONTRACTOR SELECTION

In accordance with Contracting Services guidelines, the City conducted a formal RFP process with advertisements posted in *The Seattle Times*. Parks Department staff reviewed and evaluated proposals from the following four contractors:

- MacDonald-Miller
- Hermanson
- Johansen Mechanical
- Pacific Air Control

Final selection of the contractor was based on each contractor's proposal amount, project understanding, technical experience serving similar types of equipment, ability to respond to emergencies, and references.

This selection process is consistent with purchasing procedures outlined in the City's contracting policy.

MacDonald-Miller met all of the criteria above, and has performed satisfactorily at similar sites; therefore, staff is requesting approval to execute this contract.

EFFECTIVE DATE

If adopted by Council, this Resolution will become effective immediately. The effective date of the contract will be September 18, 2016.

OPTIONS

1. Adopt the Resolution authorizing execution of a four-year general services contract with MacDonald-Miller, for HVAC maintenance and repairs at 25 Parks Department facilities, in an amount not to exceed \$245,076, including Washington State Sales Tax.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1.

MOTION

Move to adopt Resolution No. 9136 authorizing execution of a four-year general services contract with MacDonald-Miller, for HVAC maintenance and repairs at 25 Parks Department facilities, in an amount not to exceed \$245,076, including Washington State Sales Tax.

ATTACHMENT

Proposed Resolution No. 9136

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

Contract