

August 6, 2018

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution authorizing execution of a general services agreement for On-Call Painting Services with Ellis Construction, Inc. for a five-year term with no option for renewal, in an amount not to exceed \$1,000,000, plus all applicable taxes.

FISCAL IMPACT

Services under this contract supports projects or programs already approved by council with funds included in the 2018 Operating Budget. Funding for 2019-2022 will be requested in future budgets.

The 2018 budget amounts for these services is approximately \$350,000 per year, plus all applicable taxes. Total expenditures will be monitored by contract managers and services will not be requested from the vendor unless funds are available to cover the services.

STAFF CONTACTS

Toni Call, Director, 452-7863

Jamie Robinson, Assistant Director, 452-6843

Finance

POLICY CONSIDERATION

Bellevue City Code 4.28.030B (1): The City has promulgated procurement procedures for the utilization of on-call contracts for services that fit within these criteria (1) for projects/tasks that are simple, short-term and small in scale; (2) for services that are typically performed on a routine and repetitive basis; and (3) for projects/tasks that are under \$50,000, plus all applicable taxes.

Bellevue City Code 4.28.040A (2): Council approval is required for contracts greater than \$90,000.

BACKGROUND

In order to simplify and streamline procurement processes, the Finance Department has collaborated with other 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 with specific hourly rates, terms, and conditions. Should the 2019-2022 budget reduce or eliminate funding for these kinds of services, the City is under no obligation to continue to do business with these vendors. Council approval is required because the annual expenditure for the services is anticipated to exceed \$90,000.

The City received five proposals on Request for Proposal (RFP) 18067 for On-Call Painting Services. The proposals were scored by the selection panel in accordance with the published evaluation criteria including qualifications and price. The score Ellis Construction received on their submittal was one of the two highest scores received to provide the City with the best overall value.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately upon Council adoption.

OPTIONS

1. Adopt the Resolution Resolution authorizing execution of a general services agreement for On-Call Painting Services with Ellis Construction, Inc. for a five-year term with no option for renewal, in an amount not to exceed \$1,000,000, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1

MOTION

Move to adopt Resolution No .9454 Resolution authorizing execution of a general services agreement for On-Call Painting Services with Ellis Construction, Inc. for a five-year term with no option for renewal, in an amount not to exceed \$1,000,000, plus all applicable taxes.

ATTACHMENTS

Proposed Resolution No. 9454

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

Copy of agreement with Ellis Construction, Inc.