

June 19, 2017

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing execution of a four-year general services contract with Guardian Security, in the amount of \$246,901.27, plus all applicable taxes, for 24/7 monitoring, confidence testing, service, and repair of fire and security alarm systems located at 36 Parks Department facilities.

### **FISCAL IMPACT**

This contract will obligate the City to pay an amount up to \$246,901.27, plus all applicable taxes, for execution of a new General Services contract serving 36 Parks Department facilities, commencing July 1, 2017 and concluding June 30, 2021. There are sufficient funds included in the proposed 2017-2018 Parks & Community Services Operating Budget for the first two years of the contract. Future costs associated with this contract will be requested in subsequent operating budgets and will be subject to final budget appropriation.

### **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 and Guide for Procurement provide for use of a competitive process to ensure the fair and equitable treatment of persons in the purchasing of general services. Because the total amount of the contract exceeds \$90,000, Council approval is required.

### **BACKGROUND**

Currently, the Parks Department utilizes skilled contractors to provide 24/7 monitoring, confidence testing, maintenance, and support for the fire and alarm systems located at 36 Parks Department facilities. This contract will provide for the support of such systems. The contract includes local monitoring and emergency dispatch, annual inspections, and confidence testing of equipment, emergency service, maintenance, and repair. The contract also includes upgrading system communicators to a more reliable AES integrated radio network.

#### **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 three contractors:

- Guardian Security
- Fire Protection Inc.
- Cosco Fire Protection

Final selection of the contractor was based on each contractor's technical qualifications and experience, ability to provide timely, efficient service and repair on City-owned equipment, the amount of the proposal, ability to respond to emergencies, and references. This selection process is consistent with purchasing procedures outlined in the City's contracting policy.

Guardian Security 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 approved, this Resolution becomes effective immediately upon Council adoption.

**OPTIONS**

1. Adopt the Resolution authorizing execution of a four-year general services contract with Guardian Security, in the amount of \$246,901.27, plus all applicable taxes, for 24/7 monitoring, confidence testing, service, and repair of fire and security alarm systems located at 36 Parks Department facilities.
2. Do not adopt the Resolution and provide alternative direction to staff.

**RECOMMENDATION**

Option 1

**MOTION**

Move to adopt Resolution No. 9283 authorizing execution of a four-year general services contract with Guardian Security, in the amount of \$246,901.27, plus all applicable taxes, for 24/7 monitoring, confidence testing, service, and repair of fire and security alarm systems located at 36 Parks Department facilities.

**ATTACHMENT**

Proposed Resolution No. 9283

**AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

Contract