

December 4, 2017

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution authorizing execution of a three-year contract with Synergy Building Services, Inc. for custodial and floor care services at City Hall and the Bellevue Service Center, with a two-year renewal option, for a total contract amount not to exceed \$2,323,269, plus all applicable taxes.

FISCAL IMPACT

This action obligates the City to pay \$1,371,800, plus all applicable taxes, to Synergy Building Services, Inc. for custodial and floor care services at City Hall and the Bellevue Service Center (BSC) starting January 1, 2018 through December 31, 2020, with an option to renew for an additional two years. If renewed, the total obligation would continue services through December 31, 2022 and bring the total not to exceed contract value up to \$2,323,269, plus all applicable taxes.

This expenditure was anticipated and sufficient funding exists within the 2017-2018 adopted Facility Services Fund budget for the first year of the contract. Future funding of this contract and renewal option, if exercised, will be requested in future budget processes.

STAFF CONTACTS

Nora Johnson, Director, 452-4167

John Koffley, Facility Services Manager, 452-6153

Civic Services Department

POLICY CONSIDERATION

Bellevue City Code 4.28 provides for open, fair, and transparent procurement of services in accordance with State law. Council approval is required for contracts in excess of \$90,000.

BACKGROUND

The City endeavors to provide safe and clean facilities that support the delivery of our various services and programs. Additionally, it is the City's policy to maintain facilities at a level that maximizes their long-term functionality and value. Custodial services are crucial in preserving the appearance and optimizing the useful life of our facilities and providing for a healthy workplace.

A Request for Proposal (RFP) process was performed to identify the most qualified and cost-effective vendor to provide custodial and floor care services at City Hall and the BSC. These facilities total approximately 363,000 square feet of office space. Seven proposals were submitted for evaluation. Each submittal was reviewed and scored based on predetermined criteria by a staff team. The criteria included elements such as relevant experience servicing similar facilities, apparent quality of personnel as determined by job descriptions and résumés, reference checks, and cost. Based on full evaluation and consideration of all criteria, Synergy Building Services, Inc. was subsequently determined to be the most cost-effective and qualified vendor. Their proposal was competitively priced, offered the best value for service, and demonstrated a clear understanding of the scope of work. The lowest cost proposal from

Buena Vista would not have provided an adequate service level and their references were not as good as the selected vendor's.

| # | Vendor | 3-Year Term 1 Cost | 5-Year Total Cost | Estimated 5-Year Total Labor Hours |
|---|--------------------------|--------------------|-------------------|------------------------------------|
| 1 | Buena Vista | 687,654 | 1,169,324 | 39,490 |
| 2 | Synergy | 1,371,800 | 2,323,269 | 64,680 |
| 3 | Pacific | 1,787,823 | 3,070,887 | 79,740 |
| 4 | SMS | 1,841,060 | 3,226,969 | 95,500 |
| 5 | Varsity | 2,051,086 | 3,558,864 | 81,540 |
| 6 | MSNW | 2,438,164 | 4,940,507 | 96,250 |
| 7 | Nat'l Maint. Contractors | 2,849,322 | 5,045,199 | 97,000 |

EFFECTIVE DATE

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

OPTIONS

1. Adopt the Resolution authorizing execution of a three-year contract with Synergy Building Services, Inc. for custodial and floor care services at City Hall and the Bellevue Service Center, with a two-year renewal option, for a total contract amount not to exceed \$2,323,269, 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. 9337 authorizing execution of a three-year contract with Synergy Building Services, Inc. for custodial and floor care services at City Hall and the Bellevue Service Center, with a two-year renewal option, for a total contract amount not to exceed \$2,323,269, plus all applicable taxes.

ATTACHMENTS

Proposed Resolution No. 9337

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

Contract