

April 2, 2018

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing execution of a five-year contract with Synergy Building Services, Inc. for custodial services in general office areas at Fire Station 1 and the Public Safety Training Center, and floor care services at all fire facilities for a total contract amount not to exceed \$211,309, plus all applicable taxes.

### **FISCAL IMPACT**

This action obligates the City to pay a total of \$211,309, plus all applicable taxes to Synergy Building Services, Inc. for custodial services in general office areas at Fire Station 1 and the Public Safety Training Center and floor care services at all fire facilities beginning May 1, 2018 through April 30, 2023.

This expenditure was anticipated and sufficient funding exists within the 2017-2018 adopted Fire Department budget for the first year of the contract. Future funding of this contract will be requested in subsequent budget cycles.

### **STAFF CONTACTS**

Todd Dickerboom, Interim Fire Chief, 452-6895  
Steven P. Thomas, Acting Deputy Fire Chief, 452-7872  
*Fire Department*

Laurie Leland, Interim Director, 452-4366  
Michael Thoreby, Facilities Operations Manager, 452-6144  
*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 Fire Department services and programs. It is the City's policy to maintain facilities at a level that maximizes their long-term functionality and value. General custodial and floor care services are crucial to maintaining cleanliness and optimizing the useful life of these facilities while providing for a healthy workplace.

A Request for Proposal (RFP) process was performed to identify the most qualified and cost-effective vendor. One proposal was submitted for evaluation. The submittal was reviewed and scored based on predetermined criteria, including 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 determined to be a 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.

**EFFECTIVE DATE**

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

**OPTIONS**

1. Adopt the Resolution authorizing execution of a five-year contract with Synergy Building Services, Inc. for custodial services in general office areas at Fire Station 1 and the Public Safety Training Center, and floor care services at all fire facilities for a total contract amount not to exceed \$211,309, 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. 9394 authorizing execution of a five-year contract with Synergy Building Services, Inc. for custodial services in general office areas at Fire Station 1 and the Public Safety Training Center, and floor care services at all fire facilities for a total contract amount not to exceed \$211,309, plus all applicable taxes.

**ATTACHMENTS**

Proposed Resolution No. 9394

**AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

Contract