

CITY COUNCIL REGULAR SESSION

Resolution granting authority to the Finance & Asset Management Department Director or his/her designee to approve the execution of a general services agreement for on-call landscape maintenance and irrigation services with Monarch Landscaping WA LLC for a five-year term with no option for renewal, in an amount not to exceed \$1,250,000, plus applicable taxes.

Toni Call, Director, 452-7863

Michael Chandler, Financial Services Manager, 452-5249

Finance & Asset Management Department

EXECUTIVE SUMMARY

This Resolution will authorize the execution of a general services agreement for on-call landscape maintenance and irrigation services with Monarch Landscaping WA LLC. This is one of four on-call landscape contracts which give departments flexibility in terms of scheduling and assessing qualifications needed to perform required project work, among other factors.

RECOMMENDATION

Move to adopt Resolution No. 9536

If approved, effective date: 01/22/2019

BACKGROUND/ANALYSIS

In an effort to simplify and streamline procurement processes, the Finance & Asset Management Department has collaborated with other departments to identify several 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 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 time and materials contracts with specific hourly rates, terms, and conditions. Should the 2019-2024 budgets 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 in is anticipated to exceed \$90,000.

On-call contracts are re-bid at the end of each contract cycle; the previous contracts for on-call landscaping ended in 2018. The City received four proposals on RFP 18114 for on-call landscape maintenance and irrigation services for January 2019 to January 2024. The proposals were scored by the selection panel in accordance with the published evaluation criteria including qualifications and price. All four respondents are being awarded contracts to provide flexibility to departments for scheduling and for qualifications needed to perform required project work, among other factors. This is

one of four Resolutions for on-call landscape contracts before Council. The submittal from Monarch Landscaping WA LLC will provide the City with fair and reasonable value.

POLICY & FISCAL IMPACTS

Policy Impact

Pursuant to 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 the following criteria: (1) the projects/tasks are simple, short-term, and small in scale; (2) the services are typically performed on a routine and repetitive basis; and (3) the projects/tasks are under \$50,000 plus applicable taxes.

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

Fiscal Impact

Services under this contract support projects or programs approved by Council within the 2019-20 Adopted Budget. Future funding for the remaining years of the contract will be requested in future budget processes and subject to final budget appropriation.

The 2019 budget amounts for these services will be approximately \$250,000, plus 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.

OPTIONS

1. Adopt the Resolution granting authority to the Finance & Asset Management Department Director or his/her designee to approve the execution of a general services agreement for on-call landscape maintenance and irrigation services with Monarch Landscaping WA LLC for a five-year term with no option for renewal, in an amount not to exceed \$1,250,000, plus applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

Proposed Resolution No. 9536

AVAILABLE IN COUNCIL LIBRARY

Monarch Landscaping Contract