

CITY COUNCIL REGULAR SESSION

Resolution granting authority to the Finance & Asset Management Director or his/her designee to execute a professional services agreement for Citywide On-Call Underground Utility Locate Services with Applied Professional Services (APS), Inc. for a five-year term with no option for renewal, in an amount not to exceed \$500,000, plus all 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 professional services agreement for on-call underground utility locate services with APS, Inc.

RECOMMENDATION

Move to adopt Resolution No. 9570.

If approved, effective date: 04/01/2019

BACKGROUND/ANALYSIS

In an effort to simplify and streamline procurement processes, the Finance & Asset Management Department collaborates with other departments to identify 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 the use of negotiated contracts.

This Resolution will authorize the execution of a professional services agreement for on-call underground utility locate services with APS, Inc. On-call contracts for locate services are and have been an ongoing need for departments. The previous contract, which was in place for the last four years, expired at the end of 2018. This contract will support City underground utility locate operations over the next five years.

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.

Under the authority of BCC 4.28.150, the City may utilize cooperative purchasing arrangements with other municipalities. King County conducted a competitive request for proposals (RFP) process in December 2018 for Underground Utility Locating and Inspection Services that was won by APS, Inc.

POLICY & FISCAL IMPACTS

Policy Impact

Bellevue City Code

BCC 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.

BCC 4.28.040 (2): Council approval is required for contracts greater than \$90,000.

BCC 4.28.150: Authorizes the City to join in cooperative purchasing arrangements with other public agencies when the best interests of the City would be served thereby.

Fiscal Impact

Services under this contract support projects or programs approved by Council within the 2019-2020 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 \$100,000, 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.

OPTIONS

1. Adopt the Resolution granting authority to the Finance & Asset Management Director or his/her designee to execute a professional services agreement for Citywide On-Call Underground Utility Locate Services with Applied Professional Services (APS), Inc. for a five-year term with no option for renewal, in an amount not to exceed \$500,000, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

Proposed Resolution No. 9570

AVAILABLE IN COUNCIL LIBRARY

Professional Services Contract with APS, Inc.