

CITY COUNCIL REGULAR SESSION

Resolution authorizing execution of a unit price contract for on-call electrical services with West Coast Signal, Inc. for an initial term of three years with an option to renew for one year, in an amount not to exceed \$500,000, plus all applicable taxes.

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Finance & Asset Management Department

EXECUTIVE SUMMARY

This Resolution will authorize the execution of an on-call electrician services with West Coast Signal, Inc. to support small jobs for the minor repair, maintenance, replacement or installation of electrical equipment.

RECOMMENDATION

Move to adopt Resolution No. 9662

If approved, effective date: 10/07/2019

BACKGROUND/ANALYSIS

In order to simplify and streamline procurement processes, the Finance & Asset Management Department has collaborated with other departments to identify a number of 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 in order to reduce costs and enhance efficiency through use of negotiated contracts.

The City's Financial 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 pricing agreements with specific hourly rates, terms, and conditions. Should the 2019-2022 budget reduce or eliminate funding for these kinds of services, the City is under no obligation to continue to do business with these vendors.

Electrician Services work shall be small jobs, most are less than \$35,000, and are not intended to include major structural work that requires architectural or engineering design. This is one of two Resolutions for on-call electrical contracts before Council. The City received two bids for on-call electrician services. Staff is seeking approval to execute contracts with fair and reasonable pricing to both contractors. Both respondents are being awarded contracts to provide flexibility to departments for scheduling and for qualifications needed to perform required project work.

POLICY & FISCAL IMPACTS**Policy Impact**

State Law

RCW 35.22.352, (as provided in RCW 35A.40.201), authorizes code class cities to procure public works with a unit priced contract for the purpose of completing anticipated types of work based on hourly rates or unit pricing for one or more categories of work or trades.

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 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.

BCC 4.28.040 (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 \$150,000 per year, 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 authorizing execution of a unit price contract for on-call electrical services with West Coast Signal, Inc. for an initial term of three years with an option to renew for one year, 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. 9662

AVAILABLE IN COUNCIL LIBRARY

West Cost Signal, Inc. Contract