

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 city wide on-call landscape maintenance and irrigation services with Plantscapes Inc. for a one-year term with the option to renew for one additional term of two years in an amount not to exceed \$1,500,000, plus all applicable taxes.

Toni Call, Director, 452-7863

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Finance & Asset Management Department

EXECUTIVE SUMMARY

This Resolution will authorize the execution of a general services agreement for City wide on-call landscape maintenance and irrigation services with Plantscapes Inc. This is one of three City wide 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. 9681

If approved, effective date: 11/18/2019

BACKGROUND/ANALYSIS

In an effort 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 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 City wide 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 2019-2022 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 is anticipated to exceed \$90,000.

City wide on-call contracts are re-bid at the end of each contract cycle; however, the four contracts for landscape maintenance brought to Council in January, which would end in January 2024 are being terminated upon approval of the three new contracts. This new contract is needed to incorporate new lower landscape maintenance rates issued by the Washington State Department of Labor & Industries

in March. The City received three proposals on RFP 19083 for City wide on-call landscape maintenance and irrigation services for December 2019 to December 2022. The proposals were scored by the selection panel in accordance with the published evaluation criteria including qualifications and price. All three 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 three Resolutions for City wide on-call landscape contracts before Council. The submittal from Plantscapes, Inc. will provide the City with fair and reasonable value.

POLICY & FISCAL IMPACTS

Policy Impact

Bellevue City Code

Pursuant to 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.

Chapter 4.28 BCC: 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 2020 budget amounts for these services will be approximately \$500,000, 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 city wide on-call landscape maintenance and irrigation services with Plantscapes Inc. for a one-year term with the option to renew for one additional term of two years in an amount not to exceed \$1,500,000, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

Proposed Resolution No. 9681

AVAILABLE IN COUNCIL LIBRARY

Plantscapes Inc. Contract