

**CITY COUNCIL REGULAR SESSION**

Resolution authorizing execution of a two-year agreement with Synergy Building Services, Inc. for custodial services at the Bellevue District Court, with a three-year renewal option, for a total contract amount including contingency funds not to exceed \$270,017.70 plus applicable taxes.

Toni Call, Director, 452-7863

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*Finance & Asset Management Department*

**EXECUTIVE SUMMARY**

Authorizing execution of this agreement will provide custodial services at the Bellevue District Court.

**RECOMMENDATION**

Move to adopt Resolution No. 9872

**BACKGROUND/ANALYSIS**

Custodial service is necessary to provide a safe and clean facility that supports the delivery of services and programs for the public. The Bellevue District Court facility is comprised of approximately 30,000 square feet of space and houses the King County District Court and the City's Probation Services. The City is responsible for custodial services at the facility. .

The City conducted a competitive process to identify the most qualified and cost-effective vendor to provide custodial service at the Bellevue District Court. Three companies submitted proposals and were evaluated based on:

- Qualifications and expertise
- Overall cost
- Report samples
- References
- Completeness of submittal

Synergy Building Services, Inc. most closely met the evaluation criteria and was selected as the most qualified vendor.

**POLICY & FISCAL IMPACTS****Policy Impact**

Bellevue City Code Chapter 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to execute contracts in excess of \$90,000.

**Fiscal Impact**

Approval of this action obligates the City to pay up to \$100,176.12, plus applicable taxes, to Synergy

Building Services, Inc. for custodial service at the Bellevue District Court during the initial two-year term of the agreement from February 1, 2021 to February 1, 2023. This amount includes \$9,106.92 in contingency funds for unexpected custodial needs. If renewed, the total five-year obligation, including contingency, would be up to \$270,017.70, plus applicable taxes.

This expenditure was anticipated in the 2021-2022 adopted General Fund budget for the first two years of the contract. Future funding for the remaining year of the initial term and for the renewal option, if exercised, will be requested in a subsequent budget process.

## **OPTIONS**

1. Adopt the Resolution authorizing execution of a two-year agreement with Synergy Building Services, Inc. for custodial services at the Bellevue District Court, with a three-year renewal option, for a total contract amount including contingency funds not to exceed \$270,017.70 plus applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS & AVAILABLE DOCUMENTS**

Proposed Resolution No. 9872

## **AVAILABLE IN COUNCIL LIBRARY**

Proposed contract with Synergy Building Services, Inc.