

**CITY COUNCIL REGULAR SESSION**

Resolution authorizing execution of a two-year agreement with Stewart Investments Inc., dba Security 101-Seattle for security software and hardware maintenance at City of Bellevue facilities, with a three-year renewal option, for a total contract amount including contingency funds for repair or replacement hardware, not to exceed \$520,306, plus applicable taxes.

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*Finance & Asset Management Department*

**EXECUTIVE SUMMARY**

Authorizing execution of this agreement will provide security software and hardware maintenance at 23 City of Bellevue facilities.

**RECOMMENDATION**

Move to adopt Resolution No. 9879

**BACKGROUND/ANALYSIS**

Security software and hardware maintenance is necessary to ensure all security equipment and hardware devices are operating correctly and software reporting functions are current, accurate, and coordinated with the City's computer operating system standard. This contract provides for the maintenance of the software and hardware associated with the access control, security cameras, intercom, panic alarm components, emergency call stations and security badging systems in use at 23 City facilities. The contract includes security software updates and technical support.

Access control eliminates the need to issue physical keys to City owned facilities and gives the City the ability to track access into facilities, which has become extremely important in today's climate. It is imperative that these complex access control systems are properly serviced and well maintained to deliver on the City's commitment to provide a safe and functional workplace for staff and the public to conduct business.

The City conducted a competitive process to identify the most qualified and cost-effective vendor to provide security software and hardware maintenance. Security 101-Seattle was the only vendor to submit a proposal. The proposal was evaluated based on:

- Experience and qualifications
- Proposed maintenance plan
- Work request documentation
- Overall cost
- References
- Completeness of submittal

Staff determined Security 101-Seattle was well-qualified and its proposal was competitively priced.

## **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 a contract in excess of \$90,000.

### **Fiscal Impact**

Approval of this action obligates the City to pay up to \$202,537, plus applicable taxes, to Security 101-Seattle for security software and hardware maintenance during the initial two-year term of the agreement from February 1, 2021 to February 1, 2023. This amount includes \$60,000 in contingency for any needed hardware repair or replacement costs. If renewed, the total five-year obligation would be up to \$520,306, plus applicable taxes.

This expenditure was anticipated in the 2021-2022 adopted Facility Services 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 Stewart Investments Inc., dba Security 101-Seattle for security software and hardware maintenance at City of Bellevue facilities, with a three-year renewal option, for a total contract amount including contingency funds for repair or replacement hardware, not to exceed \$520,306, plus applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS & AVAILABLE DOCUMENTS**

Proposed Resolution No.9879

## **AVAILABLE IN COUNCIL LIBRARY**

Proposed contract with Security 101-Seattle