

CITY COUNCIL REGULAR SESSION

Resolution authorizing the execution of an agreement with SMS Cleaning, Inc. for janitorial services at multiple parks sites, referred to as the West route, over three years with two one-year extensions, for a total contract amount over five years not to exceed \$2,150,000, plus applicable taxes.

Michael Shiosaki, Director, 452- 5377

Thomas Purcell, Structural Operations Manager, 452-2036

Zachariah Collom, Contract Administrator, 452-6454

Parks & Community Services

EXECUTIVE SUMMARY

This Resolution will authorize contracts to enable the City to continue to provide janitorial service at multiple parks sites known as the West route, including carpet cleaning, hard surface floor care and window cleaning.

RECOMMENDATION

Move to adopt Resolution No. 10022

BACKGROUND/ANALYSIS

The current contract for janitorial services at Parks sites, including carpet cleaning, hard surface floor care and window cleaning, is due to expire at the end of December 2021. In 2021 a Request for Proposal (RFP) was advertised for the East route (including 10 buildings) and the West route (including 24 buildings). The RFPs were due October 5 and the West RFP received seven proposals. Of the seven proposals, four met qualification requirements. The four qualified respondents were CCS Facility Services, Hughes Group, LLC, SMS Cleaning, Inc., and Stardom Services, Inc.

After reviewing the submittals and evaluating each proposal based on price, approach to Scope of Work, experience with other municipal entities and references, SMS Cleaning, Inc. was selected for the West route.

POLICY & FISCAL IMPACTS

Policy Impact

Bellevue City Code 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to award the bid where the cost exceeds \$90,000.

Comprehensive Plan, Parks, Open Space and Recreation Element:

Goal #4 – To develop, operate and maintain parkland and cultural and recreation facilities in a manner that is responsive to the site and the needs of the community.

Fiscal Impact

This action will obligate the City to an amount not exceed \$2,150,000 plus applicable taxes, over five years, to SMS Cleaning, Inc. for janitorial services at multiple parks sites referred to as the West route.

Upon satisfactory performance of the initial three-year term, the City may execute two one-year renewal options to bring the full term to five years.

These expenditures were anticipated, and sufficient funding exists within the 2021-2022 Parks and Community Services Budget and future years will be proposed in the 2023-2024 and 2025-2026 budgets.

OPTIONS

1. Adopt the Resolution authorizing the execution of an agreement with SMS Cleaning, Inc. for janitorial services at multiple parks sites, referred to as the West route, over three years with two one-year extensions, for a total contract amount over five years not to exceed \$2,150,000, plus applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

Proposed Resolution No. 10022

AVAILABLE IN COUNCIL LIBRARY

Contract with SMS Cleaning, Inc.