



CITY COUNCIL AGENDA

15728 Main Street, Mill Creek, WA 98012 (425) 745-1891

Pam Pruitt, Mayor • Brian Holtzclaw, Mayor Pro Tem • Sean Kelly • Donna Michelson •
Vince Cavaleri • Mike Todd • Mark Bond

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the City Clerk at (425) 921-5732 three days prior to the meeting.

The City Council may consider and act on any matter called to its attention at such meetings, whether or not specified on the agenda for said meeting. Participation by members of the audience will be allowed as set forth on the meeting agenda or as determined by the Mayor or the City Council.

To comment on subjects listed on or not on the agenda, ask to be recognized during the Audience Communication portion of the agenda. Please stand at the podium and state your name and address for the official record. Please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Mayor or City Council.

Study sessions of the Mill Creek City Council may be held as part of any regular or special meeting. Study sessions are informal, and are typically used by the City Council to receive reports and presentations, review and evaluate complex matters, and/or engage in preliminary analysis of City issues or City Council business.

Times listed on the agenda are approximate only. Discussions may sometimes cause remaining agenda items to be considered before or after their scheduled time. Citizens are welcome and encouraged to attend all sessions (except for Executive Sessions) of the meeting.

Next Ordinance No. 2016-807

Next Resolution No. 2016-538

**February 2, 2016
City Council Meeting
6:00 p.m.**

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

Public comment on items on or not on the agenda

NEW BUSINESS:

- A. Construction Contract Award for the 2016 City Hall Annex Building Tenant Improvement Project

(If approved, would take Resolution #2016-538)
(Rebecca C. Polizzotto, City Manager)

- B. Contract Award for the City Hall/Police Department & Annex Building Card Entry System *(If approved, would take Resolution #2016-539)*
(Rebecca C. Polizzotto, City Manager)
- C. Contract Award for the City Hall/Police Department and Annex Building Network Cabling Project *(If adopted, would take Resolution #2016-540)*
(Rebecca C. Polizzotto, City Manager)

OLD BUSINESS:

- D. Discussion: Proposed Traffic Safety Program
(Rebecca C. Polizzotto, City Manager)

REPORTS:

- E. Mayor/Council
- F. City Manager

AUDIENCE COMMUNICATION:

Public comment on items on or not on the agenda

ADJOURNMENT



Agenda Item # A
Meeting Date: February 2, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: CONSTRUCTION CONTRACT AWARD FOR THE 2016 CITY HALL ANNEX BUILDING TENANT IMPROVEMENT PROJECT

KEY FACTS AND INFORMATION SUMMARY: On September 1, 2015, the City Manager presented the City Hall expansion and space planning concept to the City Council. A key component was the relocation of staff to the first floor of the Annex building, which requires some tenant improvements to create new work areas for planning, building and engineering staff.

The scope of work for the 2016 City Hall Annex Building Tenant Improvement Project includes demolition and carpet removal, painting, construction of new walls and a lobby counter, electrical and HVAC work and installation of new lighting and fire suppression systems. Additional work will be done by City maintenance crews and other outside vendors.

The project was advertised for bids for three weeks in the Daily Journal of Commerce, the Everett Herald and through the Builder’s Exchange contractor plan center. Five lump sum bids were received and opened on January 22, 2016, and results are summarized below.

Contractor	Bid Amount
Collaborative Construction Solutions, LLC	\$106,617.89
Accord Contractors	\$108,217.43
Talakai Construction, LLC	\$112,528.81
K&K Construction, LLC	\$120,175.85
Coultas General Contracting	\$146,299.98

Collaborative Construction Solutions, LLC (CCS) submitted the lowest responsive and responsible bid in the total amount of \$106,617.89. The architect’s estimate was \$110,000. This cost was included in the space planning budget presented to the Council in September.

CCS is a relatively new firm based out of Lynnwood. However, the owner and key management staff are from larger construction companies that have been doing business with government agencies for 20 to 30 years. CCS has also recently worked on similar building projects in the City of Kettle Falls, Washington, as well as out of state agencies.

Reference checks provided glowing reviews, citing ease to work with during changes and attention to detail. City staff verified that the contractor understands the job conditions and time restrictions, and can meet the insurance and bonding requirements. The contractor is ready to begin work as soon as possible and the project is expected to take approximately four weeks.

City Council Agenda Summary
Page 2


CITY MANAGER RECOMMENDATION:

- The City Manager recommends the City Council resolve to award the construction contract for the 2016 City Hall Annex Building and Tenant Improvement Project to Collaborative Construction Solutions, LLC in an amount not to exceed \$106,617.89 unless otherwise approved in accordance with City Policy No. CCP 96-002 and authorize the City Manager to execute all documents necessary to execute such award.

ATTACHMENTS:

- Resolution awarding a contract for the 2016 City Hall Annex Building and Tenant Improvement Project.
- Reference material: CCP 96-002

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

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RESOLUTION NO. 2016-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, AWARDED THE CONTRACT FOR THE 2016 CITY HALL ANNEX BUILDING TENANT IMPROVEMENT PROJECT.

WHEREAS, the City of Mill Creek has properly issued invitations to bid for the 2016 City Hall Annex Building Tenant Improvement Project; and

WHEREAS, the City received responsive and responsible bids from five companies; and

WHEREAS, the City staff has evaluated the bid responses and presented that information to the City Council for review and consideration; and

WHEREAS, the cost to complete the work or improvement, including materials, supplies, and equipment required under the contract for the 2016 City Hall Annex Building Tenant Improvement Project exceeds \$50,000; and

WHEREAS, the City Manager has recommended the City Council select Collaborative Construction Solutions, LLC as the lowest responsive and responsible bidder for the 2016 City Hall Annex Building Tenant Improvement Project; and

WHEREAS, the City Council agrees with and adopts the findings and recommendations set forth in the Agenda Summary memorandum dated February 2, 2016; and

WHEREAS, the City Council has determined that Collaborative Construction Solutions, LLC is the lowest responsive and responsible bidder on the project; and

WHEREAS, the City Council has determined it is in the public interest to award the contract for the project to Collaborative Construction Solutions, LLC.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, THAT:

Section 1. The contract for the 2016 City Hall Annex Building Tenant Improvement Project is hereby awarded to Collaborative Construction Solutions, LLC as the lowest responsive and responsible bidder. The City Manager is authorized to execute the contract and such other documents as are pertinent to this award.

Section 2. The City Council finds that a need exists to award the bid in a timely manner to ensure the construction of the 2016 City Hall Annex Building Tenant Improvement Project, and that this Resolution shall therefore be effective immediately upon adoption.

Adopted this 2nd day of February, 2016 by a vote of ___ for, ___ against, and ___ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

KELLY CHELIN, CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: _____

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**CITY OF MILL CREEK POLICY
FOR
PROCUREMENT OF GOODS AND SERVICES**

City Policy No.: CCP 96-002
Effective: July 9, 1996
Amended: January 9, 2007
Amended: November 22, 2011

Department Review:

Executive _____
Community Development _____
Public Works _____
Finance _____
Police _____

It is the policy of the City to use consistent procedures for all departments to procure goods and services for City operations. This consistency should facilitate the most efficient and cost-effective manner of procurement. Procurement shall be made on an impartial basis avoiding any conflict of interest. All procurement of goods and services shall provide the City with the best quality for the best value. All purchases are to be made within budgetary limitations and for the purpose of the goals and objectives approved in the City's budget. Any purchase made that is not within budgetary limits shall be pre-approved through a budget amendment process. All purchases made by the City shall be ultimately approved by the City Council through the voucher approval process.

The Finance Department shall oversee the procurement procedures of the City. This oversight responsibility includes monitoring procedures that ensure the fiscal responsibility of the City in expending revenues as it relates to the procurement of goods and services for City operations. The procurement procedures of the City shall be based on guidelines provided by the Revised Code of Washington, adopted resolutions and ordinances of the Mill Creek City Council, the State Auditor's Office, and Municipal Research Services Center.

In lieu of competitive bidding for the procurement of City goods, items purchased in an amount greater than \$1,500 but less than \$7,500 require a minimum of three (3) telephone price quotations. Procurement of goods that exceed \$7,500 but are less than \$15,000 require a minimum of three (3) written quotations. The City encourages the use of vendors with business locations within Mill Creek and will try to contact an appropriate Mill Creek vendor when seeking price quotations for the procurement of goods. In the event that there is only a single vendor that provides the needed goods, then purchases in excess of \$1,500 require pre-approval by the City Manager or designee. The Revised Code of Washington will govern procurement of goods in excess of \$15,000, procurement of professional services and technical services, and public works projects.

The City Manager or designee is authorized to develop and maintain an administrative procedure to implement this policy.

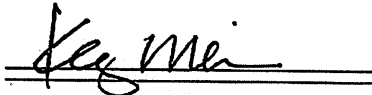
PASSED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON THIS
20th DAY OF November, 2011.

APPROVED:



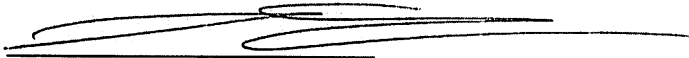
MIKE TODD, MAYOR

ATTEST/AUTHENTICATED:



KELLY CHELIN, CITY CLERK

APPROVED AS TO FORM:



SHANE MOLONEY, CITY ATTORNEY

ADMINISTRATIVE PROCEDURE	CITY OF MILL CREEK
City Policy Reference: <u>CCP 96-002</u>	Effective Date:
Page 1 of 5	Amended:
Approved: _____	
City Manager	

PROCUREMENT OF GOODS AND SERVICES

PURPOSE

This administrative procedure outlines the steps the City employees will follow in procuring goods and services to support City operations. These procedures are to be followed by all employees. This procedure is established in order to reduce costs, increase efficiencies, ensure compliance with policies, laws, and regulations, and ensure internal control.

SCOPE

This procedure applies to the procurement of all goods and services by the City.

PURCHASES OF SUPPLIES, MATERIALS, EQUIPMENT, AND SERVICES
(excluding professional and technical services and public works projects)

1. Purchases costing less than \$1,500 may be made by authorized employees as designated by the Department Director without soliciting multiple quotes. However, it is recommended that staff solicit three quotes as time allows, to ensure efficient use of public funds. Solicitation can be conducted using phone quotes, fax quotes, or email quotes.
2. Purchases costing more than \$1,500 and less than \$7,500 require that a minimum of three phone, fax or email quotes be obtained, unless the items are from a sole source vendor. If a vendor with a business located within the City provides the needed goods, at least one price quote should be from a City of Mill Creek vendor. Purchases of this amount require the approval of the Department Director or designee and completion of the vendor quote form. Vendor quote forms may be obtained from the Finance Department.
3. Purchases costing more than \$7,500 and less than \$15,000 require that written quotations via fax, email or letter be received from a minimum of three vendors, unless the items are from a sole source vendor. If a vendor with a business located within the City provides the needed goods, at least one price quote should be from a City of Mill Creek vendor. Purchases of this amount require a purchase order be approved by the City Manager and Department Director prior to the purchase transaction.
4. A sole source vendor is characterized as the one and only source for the product or service. Purchases in excess of \$1,500 from a sole source vendor require prior approval of the City Manager or designee.

5. Purchases in excess of \$15,000 must be bid competitively per RCW 35.23.352. All such purchases shall be coordinated through the Finance Department to ensure compliance with the appropriate RCWs.

CREDIT CARD PURCHASES FOR TRAVEL, SUPPLIES, MATERIALS, AND EQUIPMENT

1. Employees making purchases by credit card shall follow the procurement procedures for purchases of supplies, materials, equipment and services.
2. Credit card purchases for supplies, materials, and equipment may not be made in excess of \$2,000 in the Public Works Department and \$1,000 in all other departments unless prior approval is granted by the Department Director and Finance Department.
3. Travel expenditures paid with a City credit card may be made in the amount of actual expenditures.
4. The Accounting Technician shall serve as the custodian of the City's credit cards and employees desiring to utilize the credit card shall obtain the card through the Accounting Technician.
5. Any employee using the City's credit card to make a City purchase shall submit receipts for said purchases to the Finance Department the next business day.
6. In no event shall the City's credit card be used for the acquisition of personal travel, supplies, materials, or equipment.

MISCELLANEOUS PROCEDURES FOR PURCHASES OF SUPPLIES, MATERIALS, AND EQUIPMENT

1. With prior approval of the Department Director, an employee may personally pay for an approved purchase, and then seek reimbursement through an expense voucher.
2. Purchases which would result in line item cost overruns will be allowed if a line item within the same department has funds available to cover the expense. Expenditures requested in excess of a department's adopted budget must be pre-approved by the City Manager. Expenditures in excess of an adopted fund amount must be pre-approved by the City Council by an amending ordinance.

PURCHASES OF PROFESSIONAL AND TECHNICAL SERVICES

A. Professional and Technical Services (Other than Architectural and Engineering Services)

1. Professional and technical services include such professions as: attorneys, computer programmers, financial analysts, bond counsels, accountants, artists, economists, planners, and real estate appraisers.
2. All purchases of professional services require prior approval of the City Manager or designee.
3. All purchases of professional services require the completion of a City professional service contract describing the services to be performed and purchase price.

4. Professional service contracts in excess of \$50,000 must be pre-approved by the Mill Creek City Council in accordance with the Mill Creek Municipal Code, Chapter 2.08.
5. Prior experience with the City, time frame for completing projects, and the value of a negotiated agreement contrary to the procurement process authorized for securing architectural engineering services in RCW 39.80 and/or RCW 39.29 should be considered when choosing a consultant/firm to perform professional services, as defined in this section.

B. Architectural and Engineering Services

1. If the professional service is for architectural or engineering service, the procurement shall be in accordance with RCW 39.80. The statute requires advance notice of the requirement for professional services (39.80.030); evaluation of qualifications and performance of firms (39.80.040); and negotiation with firms in accordance with adjudged qualifications (39.80.050). All such purchases should be coordinated through the Finance Department to ensure compliance with the appropriate RCWs.
2. All purchases of architectural and engineering services must be pre-approved by the City Manager or designee.
3. All purchases of architectural and engineering services require the completion of a City professional service contract describing the services to be performed and purchase price.
4. Architectural and Engineering Service contracts in excess of \$50,000 must be pre-approved by the Mill Creek City Council in accordance with the Mill Creek Municipal Code, Chapter 2.08.

PUBLIC WORKS

RCW 39.04.010 defines the term "public work" as follows: The term public work shall include all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. The term does not include work, construction, alteration, repair, or improvement performed under contracts entered into under RCW 36.102.060(4) or under development agreements entered into under RCW 36.102.060(7) or leases entered into under RCW 36.102.060(8).

1. Projects costing less than \$7,500 should utilize the procurement procedures defined in PURCHASES OF SUPPLIES, MATERIALS, EQUIPMENT, AND SERVICES.
2. Projects costing between \$7,500 and \$40,000 (single craft)/\$65,000 (multiple crafts) require a purchase order and a short form contract, approved by the City Manager or designee.

- 3. Projects exceeding the following limits must be competitively bid in accordance with the procedures prescribed by RCW 35.23.352:
 - a. \$65,000 (for projects requiring multiple crafts or trades)
 - b. \$40,000 (for single craft projects or those involving signalization or street lighting)
- 4. All projects requiring competitive bids shall be coordinated with the Finance Department.
- 5. Projects costing more than \$50,000 require that the City Council take official action to award a competitively bid contract.
- 6. The City may use small works roster procedures for construction of a public work or improvement, as an alternative to ("in lieu of") general competitive bidding requirements, when the contract amount is \$300,000 or less. A small works roster lists contractors who have requested placement on the roster and who, where required, are properly licensed or registered to perform work in this state.
- 7. Approval authority for change orders and amendments to contracts shall be as follows:

	Contracts under \$100,000 at Award	Contracts over \$100,000 at Award
Department Director	Up to \$10,000	Up to the Greater of \$10,000 or 5%
City Manager	Up to \$50,000	Up to the Greater of \$50,000 or 10%
City Council	When exceeds CM authority	When exceeds CM authority

Additionally, the following criteria will apply to all change orders:

- a. If the cumulative change order total will exceed the project budget, approval of the City Manager is required prior to authorization.
- b. If the cumulative change order total will exceed the fund budget, a fund budget appropriation approval from City Council is required prior to authorization.

CONFLICT OF INTEREST

Conflict of Interest: No employee will participate directly or indirectly in a procurement when they are aware of or know there is a conflict of interest.

Solicitation of Donations: The City will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement.

Gifts and Gratuities: No employee will accept gifts or gratuities from existing or potential vendors in return for a commitment to continue or initiate a purchasing relationship.

ADMINISTRATION

The Director, Finance Department shall be responsible for the administration of the procurement of goods and services administrative procedure.

Cost of Project or Purchase at which Competitive Bids are Required by Statute

	Cost Limit
Public Work Projects	
Single Craft or Trade (Note 1)	Over \$40,000
Multiple Craft or Trade	Over \$65,000
Small Works Roster	
All Projects	Over \$300,000
Purchases (Note 2)	
Supplies, Material, Equipment	Over \$7,500
If informal telephone quotation system is adopted for purchases of supplies, materials, etc.	Over \$15,000
Professional & Technical Services	Bids not required (Note 3)
Architectural & Engineering Services	Negotiated Procurement (Note 4)

Notes:

1. If the public work project is for street signalization or street lighting, it is treated as a single craft or trade project for bidding purposes.
2. RCW 39.04.270 provides for a competitive negotiation process, as an alternative to bidding, for computer and telecommunications equipment, software, and services; certain exemptions are provided for by RCW 39.04.280.
3. Competitive bids, if not statutorily required, may still be required by ordinance or City discretion.
4. Contracts for architectural or engineering services must follow the procedures set out in chapter 39.80 RCW.



Agenda Item # B
Meeting Date: February 2, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: CONTRACT AWARD FOR THE CITY HALL/POLICE DEPARTMENT & ANNEX BUILDING CARD ENTRY SYSTEM

KEY FACTS AND INFORMATION SUMMARY: The card entry system is used by City staff to control access to certain doors within City Hall and the Police Department. The current system is several years old, reached its end-of-life and is in need of upgrade. As part of the expansion to the Annex Building and reconfiguration of City Hall, additional doors need to be added to the card entry system.

The current system operates 14 doors within the City Hall/Police Department building. With the expansion to the Annex Building and adding additional carded doors in City Hall, we anticipate the system will need to operate 33 doors.

Requests for proposals were advertised for two weeks in the Everett Herald. Five proposals were received and opened on December 18 and the price results are summarized below:

Contractor	Proposal Amount
TEKNON Corporation	\$63,681.96
LONG Building Technologies, Inc.	\$84,168.00
RFI	\$84,193.21
Building Control Systems, Inc.	\$88,522.36
Convergent Technologies	\$133,755.00

Proposals were scored based on price (35%), responsiveness to RFP (15%) and ability to perform required services (50%). Proposals were reviewed and scored by James Busch, Information Technology Director, Tom Gathmann, Facilities, Parks & Recreation Director and Nathan Beagle, Public Works Supervisor.

TEKNON Corporation scored the highest and was also the lowest proposal in the amount of \$63,681.96. TEKNON is a low voltage contractor that incorporated in Washington State in 1984 specializing in network cabling and has since expanded into additional markets such as card entry systems. Customers include Microsoft and Amazon. Staff has verified references and believes TEKNON can perform the required services and provide ongoing support.

As a cost-savings measure, when installing the new system TEKNON recommends reusing as much existing card access system hardware and cabling as possible. However, if they encounter any problems with the existing equipment or cabling, we will need to issue a change order to replace the faulty equipment or cabling.

City Council Agenda Summary
Page 2

The cost for this project was included in the space planning budget presented to the Council in September.

CITY MANAGER RECOMMENDATION:

- The City Manager recommends the City Council resolve to award the contract for the City Hall/Police Department & Annex Building Card Entry System Project to TEKNON Corporation in an amount not to exceed \$63,681.96 unless otherwise approved in accordance with City Policy No. CCP 96-002 and authorizes the City Manager to execute all documents necessary to execute such award.

ATTACHMENTS:

- Resolution awarding a contract for the City Hall/Police Department & Annex Building Card Entry System Project.
- Reference material: CCP 96-002

Respectfully Submitted:


Rebecca C. Polizzotto
City Manager

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RESOLUTION NO. 2016-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, AWARING THE CONTRACT FOR THE CITY HALL/POLICE DEPARTMENT & ANNEX BUILDING CARD ENTRY SYSTEM PROJECT.

WHEREAS, the City of Mill Creek has properly issued a request for proposals for the City Hall/Police Department & Annex Building Card Entry System Project; and

WHEREAS, the City Hall/Police Department & Annex Building Card Entry System Project includes electronic data processing and telecommunications elements; and

WHEREAS, the City received responsive and responsible bids from five companies; and

WHEREAS, the City staff has evaluated the bid responses and presented that information to the City Council for review and consideration; and

WHEREAS, the cost to complete the City Hall/Police Department & Annex Building Card Entry System Project exceeds \$50,000; and

WHEREAS, the City Manager has recommended the City Council select TEKNON Corporation as the qualified bidder whose proposal is most advantageous to the City for the City Hall/Police Department & Annex Building Card Entry System Project, with price and other factors considered; and

WHEREAS, the City Council agrees with and adopts the findings and recommendations set forth in the Agenda Summary memorandum dated February 2, 2016; and

WHEREAS, the City Council has determined it is in the public interest to award the contract for the project to TEKNON Corporation.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, THAT:

Section 1. The contract for the City Hall/Police Department & Annex Building Card Entry System Project is hereby awarded to TEKNON Corporation as the qualified bidder whose proposal is most advantageous to the City with price and other factors considered. The City Manager is authorized to execute the contract and such other documents as are pertinent to this award.

Section 2. The City Council finds that a need exists to award the bid in a timely manner to ensure the performance of the City Hall/Police Department & Annex Building Card Entry System Project, and that this Resolution shall therefore be effective immediately upon adoption.

722034.1/014455.00045

Adopted this 2nd day of February, 2016 by a vote of ___ for, ___ against, and ___ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

KELLY CHELIN, CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: _____

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722034.1/014455.00045

**CITY OF MILL CREEK POLICY
FOR
PROCUREMENT OF GOODS AND SERVICES**

City Policy No.: CCP 96-002
Effective: July 9, 1996
Amended: January 9, 2007
Amended: November 22, 2011

Department Review:

Executive _____
Community Development _____
Public Works _____
Finance _____
Police _____

It is the policy of the City to use consistent procedures for all departments to procure goods and services for City operations. This consistency should facilitate the most efficient and cost-effective manner of procurement. Procurement shall be made on an impartial basis avoiding any conflict of interest. All procurement of goods and services shall provide the City with the best quality for the best value. All purchases are to be made within budgetary limitations and for the purpose of the goals and objectives approved in the City's budget. Any purchase made that is not within budgetary limits shall be pre-approved through a budget amendment process. All purchases made by the City shall be ultimately approved by the City Council through the voucher approval process.

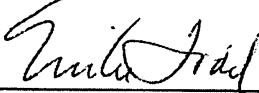
The Finance Department shall oversee the procurement procedures of the City. This oversight responsibility includes monitoring procedures that ensure the fiscal responsibility of the City in expending revenues as it relates to the procurement of goods and services for City operations. The procurement procedures of the City shall be based on guidelines provided by the Revised Code of Washington, adopted resolutions and ordinances of the Mill Creek City Council, the State Auditor's Office, and Municipal Research Services Center.

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The City Manager or designee is authorized to develop and maintain an administrative procedure to implement this policy.

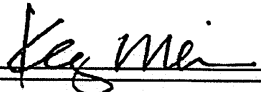
PASSED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON THIS
20th DAY OF November, 2011.

APPROVED:



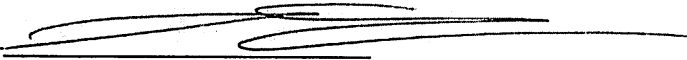
MIKE TODD, MAYOR

ATTEST/AUTHENTICATED:



KELLY CHELIN, CITY CLERK

APPROVED AS TO FORM:



SHANE MOLONEY, CITY ATTORNEY

ADMINISTRATIVE PROCEDURE	CITY OF MILL CREEK
City Policy Reference: <u>CCP 96-002</u>	Effective Date:
Page 1 of 5	Amended:
Approved: _____	
City Manager	

PROCUREMENT OF GOODS AND SERVICES

PURPOSE

This administrative procedure outlines the steps the City employees will follow in procuring goods and services to support City operations. These procedures are to be followed by all employees. This procedure is established in order to reduce costs, increase efficiencies, ensure compliance with policies, laws, and regulations, and ensure internal control.

SCOPE

This procedure applies to the procurement of all goods and services by the City.

PURCHASES OF SUPPLIES, MATERIALS, EQUIPMENT, AND SERVICES
(excluding professional and technical services and public works projects)

1. Purchases costing less than \$1,500 may be made by authorized employees as designated by the Department Director without soliciting multiple quotes. However, it is recommended that staff solicit three quotes as time allows, to ensure efficient use of public funds. Solicitation can be conducted using phone quotes, fax quotes, or email quotes.
2. Purchases costing more than \$1,500 and less than \$7,500 require that a minimum of three phone, fax or email quotes be obtained, unless the items are from a sole source vendor. If a vendor with a business located within the City provides the needed goods, at least one price quote should be from a City of Mill Creek vendor. Purchases of this amount require the approval of the Department Director or designee and completion of the vendor quote form. Vendor quote forms may be obtained from the Finance Department.
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4. A sole source vendor is characterized as the one and only source for the product or service. Purchases in excess of \$1,500 from a sole source vendor require prior approval of the City Manager or designee.

5. Purchases in excess of \$15,000 must be bid competitively per RCW 35.23.352. All such purchases shall be coordinated through the Finance Department to ensure compliance with the appropriate RCWs.

CREDIT CARD PURCHASES FOR TRAVEL, SUPPLIES, MATERIALS, AND EQUIPMENT

1. Employees making purchases by credit card shall follow the procurement procedures for purchases of supplies, materials, equipment and services.
2. Credit card purchases for supplies, materials, and equipment may not be made in excess of \$2,000 in the Public Works Department and \$1,000 in all other departments unless prior approval is granted by the Department Director and Finance Department.
3. Travel expenditures paid with a City credit card may be made in the amount of actual expenditures.
4. The Accounting Technician shall serve as the custodian of the City's credit cards and employees desiring to utilize the credit card shall obtain the card through the Accounting Technician.
5. Any employee using the City's credit card to make a City purchase shall submit receipts for said purchases to the Finance Department the next business day.
6. In no event shall the City's credit card be used for the acquisition of personal travel, supplies, materials, or equipment.

MISCELLANEOUS PROCEDURES FOR PURCHASES OF SUPPLIES, MATERIALS, AND EQUIPMENT

1. With prior approval of the Department Director, an employee may personally pay for an approved purchase, and then seek reimbursement through an expense voucher.
2. Purchases which would result in line item cost overruns will be allowed if a line item within the same department has funds available to cover the expense. Expenditures requested in excess of a department's adopted budget must be pre-approved by the City Manager. Expenditures in excess of an adopted fund amount must be pre-approved by the City Council by an amending ordinance.

PURCHASES OF PROFESSIONAL AND TECHNICAL SERVICES

A. Professional and Technical Services (Other than Architectural and Engineering Services)

1. Professional and technical services include such professions as: attorneys, computer programmers, financial analysts, bond counsels, accountants, artists, economists, planners, and real estate appraisers.
2. All purchases of professional services require prior approval of the City Manager or designee.
3. All purchases of professional services require the completion of a City professional service contract describing the services to be performed and purchase price.

4. Professional service contracts in excess of \$50,000 must be pre-approved by the Mill Creek City Council in accordance with the Mill Creek Municipal Code, Chapter 2.08.
5. Prior experience with the City, time frame for completing projects, and the value of a negotiated agreement contrary to the procurement process authorized for securing architectural engineering services in RCW 39.80 and/or RCW 39.29 should be considered when choosing a consultant/firm to perform professional services, as defined in this section.

B. Architectural and Engineering Services

1. If the professional service is for architectural or engineering service, the procurement shall be in accordance with RCW 39.80. The statute requires advance notice of the requirement for professional services (39.80.030); evaluation of qualifications and performance of firms (39.80.040); and negotiation with firms in accordance with adjudged qualifications (39.80.050). All such purchases should be coordinated through the Finance Department to ensure compliance with the appropriate RCWs.
2. All purchases of architectural and engineering services must be pre-approved by the City Manager or designee.
3. All purchases of architectural and engineering services require the completion of a City professional service contract describing the services to be performed and purchase price.
4. Architectural and Engineering Service contracts in excess of \$50,000 must be pre-approved by the Mill Creek City Council in accordance with the Mill Creek Municipal Code, Chapter 2.08.

PUBLIC WORKS

RCW 39.04.010 defines the term "public work" as follows: The term public work shall include all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. The term does not include work, construction, alteration, repair, or improvement performed under contracts entered into under RCW 36.102.060(4) or under development agreements entered into under RCW 36.102.060(7) or leases entered into under RCW 36.102.060(8).

1. Projects costing less than \$7,500 should utilize the procurement procedures defined in PURCHASES OF SUPPLIES, MATERIALS, EQUIPMENT, AND SERVICES.
2. Projects costing between \$7,500 and \$40,000 (single craft)/\$65,000 (multiple crafts) require a purchase order and a short form contract, approved by the City Manager or designee.

- 3. Projects exceeding the following limits must be competitively bid in accordance with the procedures prescribed by RCW 35.23.352:
 - a. \$65,000 (for projects requiring multiple crafts or trades)
 - b. \$40,000 (for single craft projects or those involving signalization or street lighting)
- 4. All projects requiring competitive bids shall be coordinated with the Finance Department.
- 5. Projects costing more than \$50,000 require that the City Council take official action to award a competitively bid contract.
- 6. The City may use small works roster procedures for construction of a public work or improvement, as an alternative to (“in lieu of”) general competitive bidding requirements, when the contract amount is \$300,000 or less. A small works roster lists contractors who have requested placement on the roster and who, where required, are properly licensed or registered to perform work in this state.
- 7. Approval authority for change orders and amendments to contracts shall be as follows:

	Contracts under \$100,000 at Award	Contracts over \$100,000 at Award
Department Director	Up to \$10,000	Up to the Greater of \$10,000 or 5%
City Manager	Up to \$50,000	Up to the Greater of \$50,000 or 10%
City Council	When exceeds CM authority	When exceeds CM authority

Additionally, the following criteria will apply to all change orders:

- a. If the cumulative change order total will exceed the project budget, approval of the City Manager is required prior to authorization.
- b. If the cumulative change order total will exceed the fund budget, a fund budget appropriation approval from City Council is required prior to authorization.

CONFLICT OF INTEREST

Conflict of Interest: No employee will participate directly or indirectly in a procurement when they are aware of or know there is a conflict of interest.

Solicitation of Donations: The City will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement.

Gifts and Gratuities: No employee will accept gifts or gratuities from existing or potential vendors in return for a commitment to continue or initiate a purchasing relationship.

ADMINISTRATION

The Director, Finance Department shall be responsible for the administration of the procurement of goods and services administrative procedure.

Cost of Project or Purchase at which Competitive Bids are Required by Statute

	Cost Limit
Public Work Projects	
Single Craft or Trade (Note 1)	Over \$40,000
Multiple Craft or Trade	Over \$65,000
Small Works Roster	
All Projects	Over \$300,000
Purchases (Note 2)	
Supplies, Material, Equipment	Over \$7,500
If informal telephone quotation system is adopted for purchases of supplies, materials, etc.	Over \$15,000
Professional & Technical Services	Bids not required (Note 3)
Architectural & Engineering Services	Negotiated Procurement (Note 4)

Notes:

1. If the public work project is for street signalization or street lighting, it is treated as a single craft or trade project for bidding purposes.
2. RCW 39.04.270 provides for a competitive negotiation process, as an alternative to bidding, for computer and telecommunications equipment, software, and services; certain exemptions are provided for by RCW 39.04.280.
3. Competitive bids, if not statutorily required, may still be required by ordinance or City discretion.
4. Contracts for architectural or engineering services must follow the procedures set out in chapter 39.80 RCW.



Agenda Item # C
Meeting Date: February 2, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **CONTRACT AWARD FOR THE CITY HALL/POLICE DEPARTMENT & ANNEX BUILDING NETWORK CABLING PROJECT**

KEY FACTS AND INFORMATION SUMMARY: On September 1, 2015, the City Manager presented the City Hall expansion and space planning concept to the City Council. A key component was the relocation of staff to the first floor of the Annex Building, which requires some tenant improvements to create new work areas for planning, building and engineering staff. Additionally, space in City Hall will be repurposed and staff will be moved to new locations. To accommodate these changes, computer network cabling will need to be installed in both City Hall and the Annex Building.

The project was bid out to three computer network cabling companies: Evergreen Technologies Inc., Castle Cable Inc. and Olympic Security & Communications Systems. Evergreen Technologies Inc. submitted the lowest responsive and responsible bid in the amount of \$18,500.48 for the Annex Building and \$6,071.84 for the City Hall.

Parent company Evergreen Power Systems was founded in 1979 and formed Evergreen Technologies in 1990 to serve the needs of its computer network cabling clients. Customers include: Pemco, Valley Medical Center, Group Health and the Bellevue School District. The vendor is ready to begin work as soon as receiving our approval to proceed.

The cost for this project was included in the space planning budget presented to the Council in September.

CITY MANAGER RECOMMENDATION:

- The City Manager recommends the City Council resolve to award the contract for the City Hall/Police Department & Annex Building Network Cabling Project to Evergreen Technologies Inc. in an amount not to exceed \$24,572.32 unless otherwise approved in accordance with City Policy No. CCP 96-002 and authorizes the City Manager to execute all documents necessary to execute such award.

ATTACHMENTS:

- Resolution awarding a contract for the City Hall/Police Department & Annex Building Network Cabling Project.
- Reference material: CCP 96-002

City Council Agenda Summary
Page 2

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

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RESOLUTION NO. 2016-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, AWARDING THE CONTRACT FOR THE 2016 CITY HALL/POLICE DEPARTMENT & ANNEX BUILDING NETWORK CABLING PROJECT.

WHEREAS, the City of Mill Creek has properly issued invitations to bid for the 2016 City Hall/Police Department & Annex Building Network Cabling Project; and

WHEREAS, the City received responsive and responsible bids from three companies; and

WHEREAS, the City staff has evaluated the bid responses and presented that information to the City Council for review and consideration; and

WHEREAS, the City Manager has recommended the City Council select Evergreen Technologies Inc. as the lowest responsive and responsible bidder for the 2016 City Hall/Police Department & Annex Building Network Cabling Project; and

WHEREAS, the City Council agrees with and adopts the findings and recommendations set forth in the Agenda Summary memorandum dated February 2, 2016; and

WHEREAS, the City Council has determined that Evergreen Technologies Inc. is the lowest responsive and responsible bidder on the project; and

WHEREAS, the City Council has determined it is in the public interest to award the contract for the project to Evergreen Technologies Inc.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, THAT:

Section 1. The contract for the 2016 City Hall/Police Department & Annex Building Network Cabling Project is hereby awarded to Evergreen Technologies Inc. as the lowest responsive and responsible bidder. The City Manager is authorized to execute the contract and such other documents as are pertinent to this award.

Section 2. The City Council finds that a need exists to award the bid in a timely manner to ensure the construction of the 2016 City Hall/Police Department & Annex Building Network Cabling Project, and that this Resolution shall therefore be effective immediately upon adoption.

Adopted this 2nd day of February, 2016 by a vote of ___ for, ___ against, and ___ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

KELLY CHELIN, CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: _____

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**CITY OF MILL CREEK POLICY
FOR
PROCUREMENT OF GOODS AND SERVICES**

City Policy No.: CCP 96-002
Effective: July 9, 1996
Amended: January 9, 2007
Amended: November 22, 2011

Department Review:

Executive _____
Community Development _____
Public Works _____
Finance _____
Police _____

It is the policy of the City to use consistent procedures for all departments to procure goods and services for City operations. This consistency should facilitate the most efficient and cost-effective manner of procurement. Procurement shall be made on an impartial basis avoiding any conflict of interest. All procurement of goods and services shall provide the City with the best quality for the best value. All purchases are to be made within budgetary limitations and for the purpose of the goals and objectives approved in the City's budget. Any purchase made that is not within budgetary limits shall be pre-approved through a budget amendment process. All purchases made by the City shall be ultimately approved by the City Council through the voucher approval process.

The Finance Department shall oversee the procurement procedures of the City. This oversight responsibility includes monitoring procedures that ensure the fiscal responsibility of the City in expending revenues as it relates to the procurement of goods and services for City operations. The procurement procedures of the City shall be based on guidelines provided by the Revised Code of Washington, adopted resolutions and ordinances of the Mill Creek City Council, the State Auditor's Office, and Municipal Research Services Center.

In lieu of competitive bidding for the procurement of City goods, items purchased in an amount greater than \$1,500 but less than \$7,500 require a minimum of three (3) telephone price quotations. Procurement of goods that exceed \$7,500 but are less than \$15,000 require a minimum of three (3) written quotations. The City encourages the use of vendors with business locations within Mill Creek and will try to contact an appropriate Mill Creek vendor when seeking price quotations for the procurement of goods. In the event that there is only a single vendor that provides the needed goods, then purchases in excess of \$1,500 require pre-approval by the City Manager or designee. The Revised Code of Washington will govern procurement of goods in excess of \$15,000, procurement of professional services and technical services, and public works projects.

The City Manager or designee is authorized to develop and maintain an administrative procedure to implement this policy.


PASSED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON THIS
20th DAY OF November, 2011.

APPROVED:



MIKE TODD, MAYOR

ATTEST/AUTHENTICATED:



KELLY CHELIN, CITY CLERK

APPROVED AS TO FORM:



SHANE MOLONEY, CITY ATTORNEY

ADMINISTRATIVE PROCEDURE	CITY OF MILL CREEK
City Policy Reference: <u>CCP 96-002</u>	Effective Date:
Page 1 of 5	Amended:
Approved: _____	
City Manager	

PROCUREMENT OF GOODS AND SERVICES

PURPOSE

This administrative procedure outlines the steps the City employees will follow in procuring goods and services to support City operations. These procedures are to be followed by all employees. This procedure is established in order to reduce costs, increase efficiencies, ensure compliance with policies, laws, and regulations, and ensure internal control.

SCOPE

This procedure applies to the procurement of all goods and services by the City.

PURCHASES OF SUPPLIES, MATERIALS, EQUIPMENT, AND SERVICES
(excluding professional and technical services and public works projects)

1. Purchases costing less than \$1,500 may be made by authorized employees as designated by the Department Director without soliciting multiple quotes. However, it is recommended that staff solicit three quotes as time allows, to ensure efficient use of public funds. Solicitation can be conducted using phone quotes, fax quotes, or email quotes.
2. Purchases costing more than \$1,500 and less than \$7,500 require that a minimum of three phone, fax or email quotes be obtained, unless the items are from a sole source vendor. If a vendor with a business located within the City provides the needed goods, at least one price quote should be from a City of Mill Creek vendor. Purchases of this amount require the approval of the Department Director or designee and completion of the vendor quote form. Vendor quote forms may be obtained from the Finance Department.
3. Purchases costing more than \$7,500 and less than \$15,000 require that written quotations via fax, email or letter be received from a minimum of three vendors, unless the items are from a sole source vendor. If a vendor with a business located within the City provides the needed goods, at least one price quote should be from a City of Mill Creek vendor. Purchases of this amount require a purchase order be approved by the City Manager and Department Director prior to the purchase transaction.
4. A sole source vendor is characterized as the one and only source for the product or service. Purchases in excess of \$1,500 from a sole source vendor require prior approval of the City Manager or designee.

5. Purchases in excess of \$15,000 must be bid competitively per RCW 35.23.352. All such purchases shall be coordinated through the Finance Department to ensure compliance with the appropriate RCWs.

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1. Employees making purchases by credit card shall follow the procurement procedures for purchases of supplies, materials, equipment and services.
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3. Competitive bids, if not statutorily required, may still be required by ordinance or City discretion.
4. Contracts for architectural or engineering services must follow the procedures set out in chapter 39.80 RCW.