



TO: T.C. Broadnax, City Manager
FROM: Nadia Chandler-Hardy, Assistant to the City Manager/Director NCS
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Marie Holm, Finance/Purchasing
SUBJECT: Increase for Securing Properties for Neighborhood and Community Services Department, Request for Bids Specification No. PW14-0191N, Contract No. 4600009710
September 27, 2016
DATE: September 14, 2016

SUMMARY:

The Neighborhood and Community Services Department requests approval to increase Contract No. 4600009710 with **Forefront Cleaning and Restoration Company, Tacoma, WA** by \$60,500.00, plus sales tax, for board ups related to derelict and unfit building actions, fire and police activity as-needed. This increase will bring the contract to a cumulative amount of \$260,500.00, plus sales tax.

STRATEGIC POLICY PRIORITY:

This contract supports the strategic policy priorities below:

- Strengthen and support a safe city with healthy residents.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

ISSUE: The scope of work is for board up services related to derelict and unfit building actions, fire and police needs on a city-wide basis on both public and private property as required. Since April of 2014, over 700 board-ups have been performed causing the contract amount to be increased. These services provide a safe and healthy City for all of our residents.

ALTERNATIVES:

Not increase the contract and terminate it. This action could cause every board up needed to be competitively bid individually, which would delay getting the properties boarded up, putting public safety at risk. Currently a new solicitation is being developed for these services with a new contract anticipated no later than January 1, 2017.

COMPETITIVE SOLICITATION: This contract was originally awarded to Forefront Cleaning and Restoration Company as a result of Request for Bids Specification No. PW14-0191N in April 2014. The contract was awarded for a two year term with the option to extend two additional one year terms. The contract will terminate December 31, 2016 and not be renewed. The contractor has agreed to increase the contract at the same prices, terms, and conditions as the original contract.

CONTRACT HISTORY: The original contract was for \$60,000.00 plus sales tax and with three administrative increases; the contract total is now \$200,000.00 plus sales tax.

- Original award: \$60,000
- Supplement No. 1: \$60,000
- Supplement No. 2: \$70,000
- Supplement No. 3: \$10,000



RECOMMENDATION:

Neighborhood and Community Services Department recommends an increase to the contract with Forefront Cleaning and Restoration Company for securing properties for \$60,500.00 plus sales tax.

FISCAL IMPACT:

Increase the contract by \$60,500.00 for a total contract amount of \$260,500.00.

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1145-BDB – Dangerous Building Fund	481000	5330100	\$40,000.00
Tacoma Fire Department	253000		\$12,500.00
Tacoma Police Department	227800		\$8,000.00
TOTAL			\$60,500.00

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			

POTENTIAL POSITION IMPACT:

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
TOTAL			

This section should only be completed if a subsequent request will be made to increase or decrease the current position count.

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$60,500.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes