



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: David Ramsay, City Manager
From: Barry Scott, Purchasing Agent
Date: March 3, 2010
Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF MARCH 16, 2010

This report is provided to apprise the Council of recent and upcoming procurement activities where the cost is estimated or known to be in excess of \$50,000. The "Process" column on the table indicates the process being used to determine the award of the contract.

The City's major procurement activities initiated since the last report, dated February 17, 2010, are as follows:

	Project	Process	Estimate/Price	Status
1.	IT Service Management Software & Implementation Services	RFP	\$100,000	Advertised on 2/22. Proposals due on 3/15.
2.	Operation of Kirkland Teen Union Building	RFQ	\$160,000/yr	Advertised on 2/12. Qualifications due on 3/15.
3.	Janitorial Services	Cooperative Purchasing	\$139,313,26 (Includes \$10,320.38 option for window & carpet cleaning.)	The City has exercised its option to cancel its existing contract for Janitorial Services that was issued through the Office of State Procurement. We are instead piggybacking on a contract competitively awarded by the City of Bellevue. We anticipate an annual savings of approximately \$9,000.

Please contact me if you have any questions regarding this report.