



CITY OF KIRKLAND
 Department of Finance & Administration
 123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
 www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager
From: Greg Piland, Financial Operations Manager
Date: March 26, 2020
Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF April 7, 2020.

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 19, 2020 are as follows:

	Project/Purchase	Process	Estimate/Price	Status
1.	I-405 and NE 85 th Street Bus Rapid Transit Station Design	Request for Qualifications	\$600,000.00	Contract awarded to Mithun, Inc. of Seattle, WA based on qualifications per RCW 39.80.
2.	108 th Ave water and sewer replacement project	Invitation for Bids	\$5,426,676.32	Contract awarded to Marshbank Construction, Inc. of Snohomish, WA.
3.	108 th Ave water and sewer replacement project management and inspection	Request for Qualifications	\$469,200.00	Contract awarded to BlueLine Group of Kirkland, WA based on qualifications per RCW 39.80.
4.	Pavement condition survey	Request for Qualifications	\$58,720.00	Contract awarded to Capitol Asset and Pavement Services, Inc. of Salem, OR based on qualifications per RCW 39.80.
5.	Central Way preservation project consulting services	Request for Qualifications	\$209,968.06	Contract awarded to Land Development Consultants, Inc. of Woodinville, WA based on qualifications per RCW 39.80.

6.	Design and inspection services for roofing projects at Fire Station 22, Fire Station 27 and Peter Kirk Community Center	Request for Qualifications	\$100,500.00	Contract awarded to Wetherholt and Associates PS of Redmond, WA based on qualifications per RCW 39.80.
7.	CIP program and construction management consultant	Request for Proposal	\$189,400.00	Contract awarded to Rock Project Management Services LLC of Renton, WA.
8.	Totem Lake Park construction management services	Request for Qualifications	\$426,512.00	Contract awarded to Oneill Service Group LLC of Redmond, WA based on qualifications per RCW 39.80.
9.	Background investigation services	Direct Hire	\$138,576.00*	Contract awarded to PST Investigations of Lynnwood, WA.
10.	Thermal imaging cameras for the Kirkland Fire Department	Cooperative Purchase	\$87,500.60	Purchase order issued to Grainger, Inc. of Lake Forest, IL.
11.	2019 neighborhood safety projects	Invitation for Bids	\$375,128.60	Contract awarded to NPM Construction Co. of Maple Valley, WA.


Please contact Greg Piland if you have any questions regarding this report.

*See attached signed waiver



CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

To: Kurt Triplett, City Manager

From: Cherie Harris, Chief of Police 

Date: February 10, 2020

Subject: REQUEST FOR WAIVER OF COMPETITIVE BIDDING – pre-employee background screening provided by PST Investigations a division of Public Safety Testing, Inc. – PST.

RECOMMENDATION:

Staff recommends the waiver of a competitive process to renew the contract with "PST Investigations" a Division of Public Safety Testing Inc. – PST Inc. to provide pre-employment background investigations, other services related to the hiring of police personnel and promotional processes.

BACKGROUND DISCUSSION:

The Department has been utilizing the services of PST Inc. since 2006 to conduct pre-employment background investigations on both commissioned and non-commissioned personnel. They have become a strong ally in the effort to hire quality law enforcement staff. A vital component of the law enforcement hiring process is the ability to test and screen for those who are suitable for a profession in law enforcement. PST Inc. utilizes proven methods to provide this essential service.

In a culture where agencies across the region and country are competing to attract outstanding candidates, our relationship with PST Inc. has strengthened our recruiting efforts. Over the last few years, Officers have been allowed the opportunity to actively recruit at their testing site as well as have Kirkland as an agency add-on for those applicants who are then interested in applying for employment with the Department.

While staff has identified one competitor who provides similar services, they are not locally owned and operated. In addition, conducting a competitive bid process would disrupt the current hiring process and certainly the established civil service list of applicants who are already in background with PST. The long-standing relationship with PST has ensured that the Department is often the first agency to utilize new technology and or software, allowing an even quicker turn around in backgrounds. During the most recent promotional process, PST allowed the Department to test a cloud solution for scoring and rater comments, saving almost 2 hours on the day of the assessment center.

KMC 3.85.210 provides that the competitive process may be waived by the City Manager when the purchase is legitimately limited to a single source of supply. However, for purchases costing more than \$50,000, the purchase must be reported to the City Council. If you approve this purchase, this memo and the supporting documents will be included in the next Procurement Activities Report to the Council.

Please contact Chief Cherie Harris or Lieutenant Todd Aksdal if you require additional information.

Kurt Triplett 2/20/2020
Kurt Triplett
City Manager Approved

Not Approved

Include some
competitive process
w/ procurement
prior to expiration
of this contract.
KT 2/20/2020