



## 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:** April 24, 2019  
**Subject:** REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF MAY 7, 2019.

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 March 21, 2019 are as follows:

	Project/Purchase	Process	Estimate/Price	Status
1.	Comprehensive community engagement consultant services	Direct Hire*	\$84,000.00	Contract awarded to Leadership Eastside of Bellevue, WA.
2.	Tourism public relations consultant services	Request for Qualifications	\$84,000.00	Contract awarded to Greenrubino, Inc. of Seattle, WA.
3.	2019 street preservations consultant services	Request for Qualifications	\$106,565.00	Contract awarded to Jennings Consulting Services, Inc. of Stanwood, WA based on qualifications per RCW 39.80.
4.	Kirkland Justice Center cell detox conversion	Job Order Contracting	\$319,187.00	Work order issued to Forma Construction of Seattle, WA.
5.	Making the connection sidewalk repairs project	Job Order Contracting	\$195,853.28	Work order issued to Forma Construction of Seattle, WA.

\*See attached documentation

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



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**To:** Kurt Triplett, City Manager

**From:** James Lopez, Assistant City Manager

**Date:** March 21, 2019

**Subject:** REQUEST FOR WAIVER OF COMPETITIVE BIDDING – “Welcoming Kirkland” City-wide community engagement project professional services

### RECOMMENDATION:

Staff recommends the waiver of a competitive process to enter into contract with Leadership Eastside for the City-wide community engagement project, “Welcoming Kirkland”.

### BACKGROUND DISCUSSION:

Resolution R-5240 declares Kirkland a safe, inclusive and welcoming City for all people. As staff strive towards the goals and vision of this commitment, an engagement plan has been established to work towards fulfilling the values outlined in this Resolution.

With the establishment of the workplan, staff sought a partner to assist in the project leadership, planning, input and community learning.

Leadership Eastside has unique experience engaging the community on the Eastside through their leadership enrichment program. This understanding of the community and ability to develop and lead the Welcoming Kirkland initiative in the accelerated timeline, based on staff identified needs, is not likely possible without the knowledge, connections and subject matter experts available through Leadership Eastside.

Working through the project plan, staff have identified an overall cost of \$84,000. The project is expected to start in April and finish in December.

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 James Lopez if you require additional information.

Request Approved -  Request Denied

  
Kurt Triplett, City Manager