



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: November 5, 2020
Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF NOVEMBER 17, 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 October 22, 2020 are as follows:

	Project/Purchase	Process	Estimate/Price	Status
1.	Zone 1 Fire training equipment	Cooperative Purchase	\$75,026.43	Purchase order issued to LN Curtis and Sons of San Francisco, CA.
2.	Azure Cloud storage	Cooperative Purchase	\$107,007.70	Purchase order issued to SHI International Corporation of Somerset, NJ.
3.	NE 132 nd Square Park artwork	Request for Proposals	\$56,000.00	Contract awarded to Cobalt Designworks LLC of Vancouver, WA.
4.	Digital content management for the Municipal Court	Cooperative Purchase	\$75,045.00	Contract awarded to CDI of Hudson, WI.
5.	113 th AVE NE/124 th ST sidewalk construction support	Request for Qualifications	\$91,281.37	Contract awarded to Parametrix, Inc. of Spokane, WA based on qualifications per RCW 39.80.
6.	Temporary communications program assistance	*Direct Hire	\$80,850.00	Contract awarded to Joy Johnston of Tumwater, WA.

*See attached direct hire memo



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MEMORANDUM

To: Kurt Triplett, City Manager

From: James Lopez, Assistant City Manager

Date: October 20, 2020

Subject: REQUEST FOR WAIVER OF COMPETITIVE BIDDING –
 Temporary Communications Program Assistance

RECOMMENDATION:

Staff recommends the waiver of a competitive process to contract with Joy Johnston of Mojo Strategies for interim Temporary Communications Program Assistance until the Communications Program Manager position is filled.

BACKGROUND DISCUSSION:

Consultant has provided communication services in the past on three previous occasions (2016, 2017, and 2018) and is familiar with the City's role in the community, it's policies and practices. The consultant also recently assisted the City's early COVID-19 community outreach efforts.

The consultant has comprehensive understanding of government communications programs, with prior experience managing and/or providing strategic guidance for the communications programs of the cities of Kenmore, Bothell, Normandy Park, Duvall and Mercer Island as well as Snohomish Health District and Peninsula Metropolitan Park District.

The communications program is essential to the functions of the City Council, the City Manager's Office, and, more importantly, during times of emergency. An interim consultant, and one with experience and familiarity with the City of Kirkland, meets the need during the recruitment process to fill the position.

Please contact James Lopez if you require additional information.

Request Approved Request Denied


 Kurt Triplett, City Manager

10/20/2020