

Memorandum

REPORT TO: City Commission

FROM: Shane Miller - Facilities Project Coordinator David Arnado - Facilities Superintendent Jon Henderson - Strategic Services Director

SUBJECT: Authorize City Manager to Sign Professional Services Agreements for Facilities Contractors Term Contracts

MEETING DATE: February 25, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to sign Professional Services Agreements for Facilities Contractors Term Contracts

STRATEGIC PLAN: 4.3 Strategic Infrastructure Choices: Prioritize long-term investment and maintenance for existing and new infrastructure.

BACKGROUND: The Facilities Dept. regularly uses general contractors and specialty trades contractors for projects related to facilities management and maintenance. To attract a wider pool of contractors the Facilities Dept. published an RFQ for contractors of all trades on October 21st, 2023, with the intention of placing qualified respondents on a preferred contractor list and establishing agreements to provide contractor services at pre-negotiated rates. This will help minimize procurement delays in responding to future facilities projects as they arise. When responding to emergency maintenance needs, procurement delays can significantly increase building downtime resulting in impacts to the public and staff. Maintaining term contracts with general and specialty trade contractors positions the City to be able to adequately respond to facilities needs while also building stronger contractor relationships. The contractors listed below responded to the Request for Qualifications and were evaluated by the review committee to be qualified to provide the services detailed in their statements of qualifications and their proposals. Term Contract proposals were extended to all responding contractors who were evaluated as 'qualified' by the review committee. Contracts included in this item: Sime Construction, Cushing Terrell, Gaille Janitorial, Second Nature Consulting, TD&H Engineering, DC Excavation, All Valley Landscape Services,

UNRESOLVED ISSUES: None at this time.

ALTERNATIVES: As suggested by City Commission.

FISCAL EFFECTS: Services provided under these term contracts will be provided at the pre-

negotiated rates as stated in the Scope of Services for each contract. Services are to be provided on an 'as-needed' basis and individual project expenses are to be project specific with projects initiated via task order. Total contracted project costs are to be \$79,999 or less per the City of Bozeman Purchasing Policy.

Attachments:

[Sime Construction PSA \(Professional Service Agreement\) Contract 2025.01.01.pdf](#)

[Cushing Terrell PSA \(Professional Service Agreement\) Contract 2025.01.01.pdf](#)

[Gaille Janitorial \(Professional Service Agreement\) Contract 2025.01.01.pdf](#)

[Second Nature Consulting PSA \(Professional Service Agreement\) Contract 2025.01.01.pdf](#)

[TD&H Engineering PSA \(Professional Service Agreement\) Contract 2025.01.01.pdf](#)

[DC Excavation PSA \(Professional Service Agreement\) Contract 2025.01.01.pdf](#)

[All Valley Landscape Services, LLC PSA \(Professional Service Agreement\) Contract 2025.01.01.pdf](#)

Report compiled on: January 31, 2025