



FINANCIAL & ADMINISTRATIVE SERVICES

**DATE:** November 24, 2021

**TO:** Kimberly Sowell, Assistant City Manager

**FROM:** Patricia Martin, Contracts Analyst

**DEPARTMENT:** Financial & Administrative Services  
Procurement Services Division

**SUBJECT:** Contract 2021-10952 for Window Washing at forty (40) City of Greensboro locations

**Solicitation:**

The Procurement Services Division solicited a RFP, on behalf of Engineering and Inspection Department, for the washing of windows throughout the City. Solicitation for this work took place under GePS Event number 10378 and the City received one response.

**Recommendation:**

The Procurement Services Division concurs with the recommendation of the Engineering and Inspection Department to award the window washing contract to the best value bidder, Scottie's Building Services, LLC

**Outreach:**

- Notification of this event sent to 1,341 vendors through GePS.
- M/WBE provided a list of eighty (80) vendors who were notified of the event
- Scottie's Building Services, LLC is not a registered HUB Business.

**Financial information:**

- Contract # 2021-10952
- Account # 101502221.5422 - \$300.00, 101600602.5422 - \$4,200.00, 101600607.5422- \$400.00, 101600608.5422- \$2,400.00, 101600609.5422 - \$4,400.00, 101600611.5422 - \$8,900.00, 101600704.5422 - \$11,800.00, 101600708.5422 -\$10,600.00, 101600710.5422 - \$900.00, 101600711.5422 - \$1,900.00, 101600712.5422 - \$1,900.00, 101600715.5422 - \$3,200.00, 501707101.5613 -\$400.00, 543453101.5422 -\$1,200.00, 543453201.5422 -\$5,700.00, 543453301.5422 -\$1,200.00, 543453401.5422 -\$800.00, 564453101.5422 - \$2,500.00
- Contract Term: January 1, 2022 – December 31, 2024
- FY22
- Estimated annual contract value - \$63,600.00
- Estimated total contract value - \$198,900.00

Attachment/PM