



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: August 31, 2022

TO: Taiwo Jaiyeoba, City Manager

FROM: Melanie A. Anderson, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award contract number 2022-11045 for Coliseum and Tanger Post Event Seat Area Clean-up Services.

Solicitation:

Procurement Services Division solicited, on the behalf of the Planning Department, a two year, with optional one one-year extension contract for post event seat area clean-up services under GePS event number 10723. The event received one bid responses.

Recommendation:

The Procurement Services Division concurs with the Coliseum Complex to award this contract to the best value and qualified bidder, Hopkins Services, Inc., at the estimated annual cost of \$450,000.00.

Outreach:

- Solicitation notifications were sent to seven hundred and five potential bidders on GePS.
- A solicitation notification was sent directly to eighty-two M/WBE's.
- The selected bidder Hopkins Services, Inc. is a registered M/WBE with the State of North Carolina.

Financial information:

- Contract number 2022-11045
- Encumbering Accounts# 521-7535-03.5414 and 522-7535-03.5414
- Contract Term: October 1, 2022 – September 30, 2024, with optional one one-year extension
- FY 23
- Estimated Annual Amount: \$450,000.00
- Estimated Total Award Amount: \$1,350,000.00

MAA
Attachment