



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: June 2, 2022

TO: Chris Wilson, Assistant City Manager

FROM: Melanie A. Anderson, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award contract number 2022-11017 for Mowing, Maintenance, and Lot Clean-up Services.

Solicitation:

Procurement Services Division solicited, on the behalf of the Planning Department, a three year contract for mowing, maintenance, and lot clean-up services under GePS event number 10651. The event received two bid responses.

Recommendation:

The Procurement Services Division concurs with the Planning Department to award this contract to the best value and qualified bidder, Wallis Leigh McBride dba McBride Lawn Care, at the estimated annual cost of \$150,000.00.

Outreach:

- Solicitation notifications were sent to five hundred seventy-seven potential bidders on GePS.
- A solicitation notification was sent directly to twenty-seven M/WBE's.
- The selected bidder Wallis Leigh McBride dba McBride Lawn Care is a registered M/WBE with the State of North Carolina.

Financial information:

- Contract number 2022-11017
- Encumbering Accounts# 211-2101-02.5285
- Contract Term: July 1, 2022 – June 30, 2025
- FY 23
- Estimate Annual Amount: \$150,000.00
- Estimated Total Award Amount: \$450,000.00

MAA
Attachment