



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: November 30, 2022

TO: Chris Wilson, Deputy City Manager

FROM: Kim Welborn, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Request approval to extend the term and the total cost of contract number 2021-10857-2 for Field Operations (Waste Disposal)

Solicitation:

In 2021, Procurement Services Division issued a six month contract to Carolina Tractor & Equipment Company at a cost of \$75,000.00 to maintain and repair Caterpillar equipment for Field Operations. In February 2022, a 14-month extension (November 2, 2021 through December 31, 2022) was approved for this contract. Field Operations has requested a second extension to extend the contract through December 31, 2023 with additional funding. The annual change order amount is \$75,000.00 which brings the total amount of the contract to \$150,000.00.

Recommendation:

The Procurement Services Division supports Field Operations request to extend the contract to December 31, 2023 and add \$75,000.00.

Outreach:

- Outreach was not conducted as Carolina Tractor & Equipment Company is the only local certified vendor capable of performing the required repair and maintenance of Caterpillar equipment for Field Operations.
- Carolina Tractor & Equipment Company is not a registered HUB with the State of North Carolina.

Financial information:

- Change order will be charged to Account #551-4306-06.5621
- FY23
- Initial Contract Amount: \$75,000.00
- Annual 2023 Estimated Amount: \$75,000.00
- Total contract value \$150,000.00