



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: November 29, 2022

TO: Chris Wilson, Deputy City Manager

FROM: Patricia Martin, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Request approval to extend the term of contract 2021-10858-2 for Field Operations (Waste Disposal)

Solicitation:

In 2021, the Procurement Services Division issued a six (6) month contract to James River Equipment Inc. at a cost of \$75,000.00 to maintain and repair John Deere 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 \$150,000.00 which brings the total contract amount to \$225,000.00.

Recommendation:

The Procurement Services Division supports Field Operations request to extend the contract to December 31, 2023 with additional funding of \$150,000.00.

Outreach:

- Outreach was not conducted as James River Equipment is the only local certified vendor capable of performing the required repair and maintenance of John Deere equipment.
- James River Equipment Inc. is not a registered HUB with the State of North Carolina.

Financial information:

- Account #551-4306-06.5621
- FY23
- Initial Contract Amount: \$75,000.00
- Annual 2023 Estimated Amount: \$150,000.00
- Total contract value: \$225,000.00