



## FINANCIAL & ADMINISTRATIVE SERVICES

**DATE:** December 20, 2022

**TO:** Chris Wilson, Assistant City Manager

**FROM:** Carol Pyrtle, Contracts Analyst

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

**SUBJECT:** Requesting approval to execute the three year contract number 2023-11099 for the Recycle Material Audit Services for the Field Operations Department.

**Solicitation:**

Procurement Services Division solicited, on the behalf of the Field Operations Department a three year contract for the Recycle Material Audit Services under event number 10860. The event received two proposals.

**Recommendation:**

The Procurement Services Division concurs with the Field Operations Department to award this contract to the best value proposer, Kessler Consulting, Inc. at the estimated cost of \$171,811.25 for the life of the contract.

**Outreach:**

- Solicitation notifications were sent to three hundred and seventy-seven potential bidders in the GePS system and twenty potential M/WBE bidders provided by the M/WBE Office were notified by email.
- Kessler Consulting, Inc. is not a registered HUB with the State of North Carolina, but has committed to subcontract the temporary labor piece of the work to the registered MBE, Greensboro Staffing Consultants, for 14.8% of the total contract agreement, dollar amount of \$25,424.91.

**Financial information:**

- Contract Term: January 1, 2023 through December 31, 2025
- FY23
- Estimated annual contract amount: \$57,270.42
- Estimated lifetime contract amount \$171,811.25
- Account to be charged will be 101-4301-03.5413

CEP