



FINANCIAL & ADMINISTRATIVE SERVICES

**DATE:** November 2, 2023

**TO:** Nasha McCray, Assistant City Manager

**FROM:** Robin Spencer, Contracts Analyst

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

**SUBJECT:** Requesting approval to award contract number 11859 for the installation of traffic loop detectors for the Transportation Department

**Background:**

The Procurement Services Division conducted a solicitation for the installation of traffic loop detectors for the Transportation Department through the Greensboro e-procurement system (GePS) under event number 11214. Two responsive bids were received. All responsive bids were reviewed and scored by a committee of five that consisted of Transportation, Engineering and Inspections, and M/WBE employees. Of the two bids received, none were from a registered M/WBE firm with the State of North Carolina. Underground Solutions, Inc. was determined to be the vendor qualified to provide services for the Transportation Department. Underground Solutions, Inc. is not a registered M/WBE firm with the State of North Carolina.

**Recommendation:**

The Procurement Services Division concurs with the recommendation of the Transportation Department to award Underground Solutions, Inc. a three-year contract. It is estimated that the annual cost for the installation of traffic loop detectors will be \$180,000. The estimated total contract value for this three-year contract is \$540,000.

**Outreach:**

- Solicitation notifications were sent out in GePS to 1,435 potential bidders.
- A direct solicitation notification was sent to 23 potential M/WBE bidders.
- Underground Solutions, Inc. is not a registered M/WBE vendor with the State of North Carolina.

**Financial information:**

- Contract Number: 11859
- Account Numbers: 101-45-4515002.5427
- Contract Effective Dates: December 1, 2023-November 30, 2026
- FY24
- Annual estimated cost: \$180,000.00
- Total estimated award: \$540,000.00