



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: December 21, 2023

TO: Chris Wilson, Deputy City Manager

FROM: Jason Kieffer, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award a contract for assembly and delivery of carts for yard waste in support of the Field Operations Department

Background:

The Procurement Services Division conducted a solicitation for assembly and delivery services for the Field Operations Department through the Greensboro e-Procurement System (GePS) under event number 11262. Two responsive bids and one no bid were received. All responsive bids were reviewed and scored by a committee of five that consisted of Field Operations, Parks & Recreation, and M/WBE employees. Of the two bids received, neither were from a registered M/WBE firm with the State of North Carolina. Schaefer Plastics North America LLC was determined to be the vendor qualified to provide services for the Field Operations Department.

Recommendation:

The Procurement Services Division concurs with the recommendation of the Field Operations Department to award this contract to Schaefer Plastics North America LLC. The estimated total contract value is \$369,000.00.

Outreach:

- Solicitation notifications were sent out in GePS to three hundred and six potential bidders.
- A direct solicitation notification was sent to one hundred and twenty six potential M/WBE bidders.
- Schaefer Plastics North America LLC is not a registered M/WBE vendor with the State of North Carolina.

Financial information:

- Account Number: 686-10-1099001.5235
- Contract Effective Dates: April 1, 2024 - July 1, 2024
- FY24
- Total estimated award: \$369,000.00