



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: June 5, 2024

TO: Chris Wilson, Interim City Manager

FROM: Jason Kieffer, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award contract number 12155 for the Downtown Business Improvement District (BID) in support of the Executive Department

Background:

The Procurement Services Division conducted a solicitation for the Downtown Business Improvement District (BID) in support of the Executive Department through the Greensboro e-Procurement System (GePS) under event number 11422. Only one bid was received and was determined to be responsive. It was then provided to a committee of six that consisted of Parks and Recreation, Solid Waste & Recycling, Transportation, Planning, and M/WBE employees who reviewed and scored against the matrix. Downtown Greensboro Inc was determined to be both capable and qualified to provide these services.

Recommendation:

The Procurement Services Division concurs with the recommendation of the Executive Department to award the contract to Downtown Greensboro Inc. It is estimated that the Downtown Business Improvement District (BID) contract will be \$1,417,000.00 annually for a total estimated award amount of \$4,251,000.00. It is important to identify the dollar amounts are based on estimates with regards to the tax revenue being collected.

Outreach:

- Solicitation notifications were sent out in GePS to two thousand four hundred and sixty potential bidders.
- A direct solicitation notification was sent to two hundred and thirty nine potential M/WBE bidders.
- Downtown Greensboro Inc is not a registered M/WBE vendor with the State of North Carolina.

Financial information:

- Contract Number: 12155
- Account Number: 210-20-2003001.5931
- Contract Effective Dates: July 1, 2024 - June 30, 2027
- FY25



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- Annual Estimated Amount: \$1,417,000.00
- Total Estimated Award: \$4,251,000.00