



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: January 31, 2025

TO: Trey “Nathaniel” Davis, City Manager

FROM: Melanie A. Anderson, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award contract number 12467 for light repair, maintenance, and decor services for the Transportation Department

Background:

The Procurement Services Division conducted a solicitation for light repair, maintenance, and holiday decor services for the Transportation Department through the Greensboro e-Procurement System (GePS) under event number 11740. Two responsive bids were received. All responsive bids were reviewed and scored by a committee of five that consisted of Parks and Recreation, Parks and Recreation-Right of Way, Transportation, and M/WBE employees. Of the two bids received, one was from a registered M/WBE firm with the State of North Carolina. Lowdermilk Electric, Inc. was determined to be the vendor best qualified to provide these services for the Transportation Department. Lowdermilk Electric, Inc. is a registered M/WBE firm with the State of North Carolina.

Recommendation:

The Procurement Services Division concurs with the Transportation Department's recommendation to award contract number 12467 to Lowdermilk Electric, Inc. The estimated value of the light repair, maintenance, and holiday decor services contract is \$180,000.00 for the first year. The estimated total contract value for this three-year contract is \$540,000.00.

Outreach:

- Solicitation notifications were sent out in GePS to one thousand three hundred and thirty-one potential bidders.
- A direct solicitation notification was sent to forty-one potential M/WBE bidders.
- Lowdermilk Electric, Inc. is a registered M/WBE vendor with the State of North Carolina.

Financial information:

- Contract Number: 12467
- Account Numbers: 101-45-4533002.5122, 101-95-9520025.5419, 101-50-5061004.5419
- Contract Effective Dates: March 1, 2025-February 28, 2028
- FY25
- Annual Estimated Cost: \$180,000.00
- Total Estimated Award: \$540,000.00