



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: May 14, 2025

TO: Chris Wilson, Deputy City Manager

FROM: Mary McCollough, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award contract 12659 for Temporary Labor services for the Water Resources Department

Background:

Procurement Services conducted a solicitation on behalf of the Water Resources Department for a three-year contract for Temporary Labor services. The solicitation was run through the Greensboro e-Procurement System (GePS) under event 11840. Five bids were received and reviewed, and four were determined to be responsive. All responsive bids were reviewed and scored by a committee of five consisting of Water Resources, Finance, and M/WBE employees. Three of the four responsive bids received were from a registered M/WBE firm with the State of North Carolina. Blue Arbor, Inc. was determined to be the vendor best qualified to provide these services for the Water Resources Department.

Recommendation:

Procurement Services concurs with the Water Resources Department's recommendation to award contract 12659 to Blue Arbor, Inc. The estimated value of the Temporary Labor Services contract is \$705,000.00 for the first year and will be funded in the next fiscal year. If all positions in the contract are fully staffed, the estimated total contract value for this three-year contract is \$2,115,000.00.

Outreach:

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

Financial information:

- Contract Number: 12659
- Account Number: Various
- Contract Effective Dates: July 15, 2025 to July 14, 2028
- FY26
- Annual Estimated Cost: \$705,000.00
- Total Estimated Award: \$2,115,000.00