



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: August 27, 2019

TO: Kimberly Sowell, Assistant City Manager

FROM: Angie Waters, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award contract number 2019-10749 for Temporary Labor Services for Water Resources

Solicitation:

Procurement Services Division, solicited on the behalf of the Water Resources Department, a three year contract for Temporary Labor Services under the GePS event number 9546. The event received three bid responses.

Recommendation:

The Procurement Services Division concurs with the Water Resources Department to award this contract to the responsive and qualified bidder, Bradley Personnel, Inc., at the estimated annual cost of \$235,305.00. Sanders Search Group was considered non-responsive since they did not submit the required local preference certification form. Halcyon Resource Group was also considered non-responsive since they did not meet our minimum qualifications.

Outreach:

- Solicitation notifications were sent to eight hundred ninety-seven potential bidders on GePS.
- A solicitation notification was posted on the NC IPS under 324-9546 and nineteen M/WBE's were also sent an email.
- The one responsive bid received was from a company that is not a registered M/WBE with the State of North Carolina.

Financial information:

- Contract number 2019-10749
- Encumbering Accounts# 501-7071-01.5414, 501-7012-01.5414, 501-7023-01.5414, 501-7056-01.5414
- Contract Term: November 1, 2019-October 31, 2022
- FY20
- Estimated one year contract value \$235,305.00
- Estimated three year contract value \$705,915.00

ALW
Attachment