



FINANCIAL & ADMINISTRATIVE SERVICES

**DATE:** November 26, 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 2019-10777 for Mowing, Maintenance, and Lot Clean Up Services.

**Solicitation:**

Procurement Services Division solicited, on the behalf of the Planning Department, a two and one half year contract for mowing, maintenance, and lot clean up Services under GePS event number 9665. The event received four bid responses.

**Recommendation:**

The Procurement Services Division concurs with the Planning Department to award this contract to the best value and qualified bidder, Wallis Leigh McBride dba McBride Lawn Care, at the estimated annual cost of \$150,000.00.

**Outreach:**

- Solicitation notifications were sent to five hundred twenty-five potential bidders on GePS.
- A solicitation notification was sent directly to thirty-eight M/WBE's.
- The selected bidder Wallis Leigh McBride dba McBride Lawn Care is a registered M/WBE with the State of North Carolina.

**Financial information:**

- Contract number 2019-10777
- Encumbering Accounts# 211-2101-02.5285
- Contract Term: January 1, 2020 – June 30, 2022
- FY20
- Estimated one year contract value \$150,000.00
- Estimated two and one half year contract value \$375,000.00

ALW  
Attachment