



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: May 7, 2021

TO: David Parrish, City Manager

FROM: Patricia Martin, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award contract# 2021-10875 for Landscape Maintenance Services for the War Memorial Coliseum Complex.

Solicitation:

Procurement Services Division solicited on the behalf of the War Memorial Coliseum Complex for a three (3) year contract for landscape maintenance services under the GePS event number 10100. Notifications were sent to five hundred and sixty-two (562) potential bidders, of which we received five (5) responses. United Maintenance Group LLP provided the best value bid.

Recommendation:

The Procurement Services Division requests approval to award a landscaping services contract to United Maintenance Group, LLP at an estimated annual of cost of \$62,650.00, for the War Memorial Coliseum Complex.

Outreach:

- Five hundred and sixty-two (562) potential bidders were notified of this bid opportunity.
- United Maintenance Group, LLP is a registered HUB vendor with the State of North Carolina.

Financial information:

- Account # 521-7535-05.5612
- Contract Term: July 1, 2021-June 30, 2024
- FY22
- Estimated annual cost \$62,650.00
- Estimated three year cost \$187,950.00

Attachment
PM