



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: May 24, 2021

TO: Kimberly Sowell, Assistant City Manager

FROM: Jason Kieffer, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award contract number 2021-10880 for Downtown Business Improvement District (BID) Program for the Planning Department.

Solicitation:

Procurement Services Division issued a request for proposals for the Downtown Business Improvement District (BID) Program in support of the Planning Department. Interested parties were required to submit a concise letter of interest, a statement of their understanding of the scope of work and approach to the project, references, organization charts, business and financial documentation, resumes of principal staff and sub-contracting partners as applicable. They were also required to submit a copy of their current certificate of insurance in accordance with the City of Greensboro's Terms and Conditions. The budget for the program was set at \$1,025,000.00 annually.

Recommendation:

The Procurement Services Division concurs with the Planning Department to award this contract to Downtown Greensboro, Inc. The contract term will be for three (3) years.

Outreach:

- Outreach was conducted via Greensboro e-Procurement System (GePS) along with the City of Greensboro's Minority & Woman Owned Business Enterprise office (M/WBE)
- Only 1 bid was received.
- Downtown Greensboro, Inc. is not a registered HUB with the State of North Carolina.

Financial information:

- Check order will be charged to Account# 210-2003-01.5931
- FY 22
- Annual estimated amount \$ 1,025,000.00
- Total estimate contract amount \$3,075,000.00

Attachment



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