City Council – Action Request Form

Date: September 12, 2022

To: Mayor, Mayor Pro Tempore, and Members of the City Council

Johnnie Taylor, Assistant City Manager

From: Nicholas Geis, Property & Facility Maintenance

Shantell McClam, Purchasing Director

Council Action Requested:

Resolution Awarding Contract for HEPA Filter Maintenance at Joint Firearms Training Facility (Northeast Ward)

Strategic Focus Area: Healthy Environment **Strategic Objective:** Enhance Air Quality

Strategic Plan Action Item: No

Key Work Item: No

Summary of Information:

On behalf of the Winston-Salem Police Department, the Property & Facilities Maintenance Department has the need for a qualified vendor to perform monthly, quarterly and bi-annual filter replacement at the facilities two air handling units, and to quarterly HEPA vacuum up lead dust from the bullet containment system. The scope of work requires wearing protective PPE to remove, handle, package and legally dispose of lead-contaminated filters per EPA guidelines in an approved landfill. Filter handlers must be OSHA 40-hour HAZWOPER certified.

City/County Purchasing issued a Request for Proposal (RFP) to provide HEPA Filter Maintenance and two dates for facility tours were offered. EVO Corporation was the only vendor to attend and is the incumbent provider of these services. On August 12, 2022, one proposal was received from EVO Corporation (Winston-Salem, NC).

Terms of the bid document specified detailed evaluation criteria of M/WBE commitment, business location, cost, and qualifications and references. An evaluation panel of staff members from Property & Facilities Maintenance, Recreation, and Business Inclusion and Advancement reviewed the proposal received. See Exhibit A for the detailed scores.

Based upon the evaluation panel's assessment, it is recommended that a contract for HEPA Filter Maintenance per the prices offered in the RFP be awarded to EVO Corporation in the annual amount of \$112,470. Terms of the bid allow for the possibility of two annual extensions, giving the contract a total potential value of \$337,410 over three years.

Committee	Finance 9/12/22	Action	Approval
For	Unanimous	Against	
Remarks:		•	

M/WBE comment: This project was advertised on the City website and sent directly to 25 businesses on the City's vendor listing for HVAC and filter work. Notifications were sent to all local M/WBE and regional HUB businesses on a bi-weekly basis. See Exhibit B for a complete list of businesses that were notified the bidding opportunity and the low bidder's Workplace Demographics form.