



AGENDA ACTION FORM

Consideration of a Resolution Awarding the RFP for MRO, Janitorial, Plumbing, Electrical, & Industrial Items

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-120-2023

Work Session: May 15, 2023

First Reading: N/A

Final Adoption: May 16, 2023

Staff Work By: Committee

Presentation By: R. McReynolds

Recommendation:

Approve the Resolution

Executive Summary:

Proposals were opened on February 28, 2023 for MRO, Janitorial, Plumbing, Electrical, & Industrial Items for City of Kingsport & Kingsport City Schools. The advertisement for the Request for Proposals was published in the Kingsport Times News on February 5, 2023 and placed on our website for 23 calendar days.

After reviewing the proposals, it is the recommendation of the committee to award to HD Supply Facilities Maintenance as the primary vendor and Ford Systems, Inc. as the secondary vendor on an as needed basis. HD Supply Facilities Maintenance has a local facility in Kingsport where employees can walk in and make purchases at a discounted rate. They have a personalized online store, can deliver to all locations, and can supply all the items listed in the RFP. Ford Systems has a local store located in Kingsport making it easily accessible for employees to go into the store and make purchases at a discounted rate. They have an online store, can deliver to all locations, and can supply janitorial supplies and equipment.

The RFP will be effective on July 1, 2023 and will be a 5-year term with a 5 year renewal option providing all terms, conditions and costs are acceptable to both parties.

Funding is identified in various City accounts.

Attachments:

1. Resolution
2. RFP minutes
3. Recommendation Memo

	Y	N	O
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Montgomery	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—