



DEPARTMENT OF FINANCE & BUDGET
PROCUREMENT OFFICE
INTEROFFICE MEMORANDUM

TO: Board of County Commissioners
VIA: Julian M. Willis, County Administrator
VIA: Sharon Strand, Acting Director of Finance & Budget
FROM: Amanda M. O'Dell, Division Chief, Procurement Office
DATE: November 9, 2021
SUBJECT: ITB 2022-024 – Restroom Facility Construction - AWARD RECOMMENDATION

Background:

This contract consists of the construction of a restroom facility at Ward Farm Recreation and Nature Park. The work includes site/civil, general construction, mechanical, electrical, and plumbing.

Discussion:

During the weeks of September 19, 2021 and September 26, 2021, advertisements appeared in the two local newspapers, the E-Maryland Marketplace Website, and the County's Facebook page soliciting bids for the referenced contract. Nine bids were received and opened during a virtual bid opening on October 22, 2021. The bid tabulation from the bid opening and bid comparison are attached. (See Attachments B and C, respectively.)

The bids were thoroughly reviewed, and the lowest apparent bidder, Service All, Inc., did not submit all required documents and is deemed nonresponsive. The second apparent low bidder, Dennis Anderson Construction Corporation, meets all requirements of the specifications. Dennis Anderson Construction Corporation has satisfactorily provided service for the County in the past. In addition, reference checks provided satisfactory comments.

Fiscal Impact:

Funding for this contract has been allocated in the Ward Property construction capital project account (4318-45006).

Conclusion/Recommendation:

In accordance with Section 6-101 of the Code of Public Laws, it is recommended the Board of County Commissioners reject Service All, Inc.'s bid and adopt staff's recommended findings in Attachment A and award the contract to the lowest responsive bidder, Dennis Anderson Construction Corporation, Waldorf, Maryland, in the amount of \$451,200 and unit pricing for removal of unsuitable soil and fill dirt if required and approved by the County.

Coordination: Office of the County Attorney