

The meeting of the Contract Review Committee was called to order at 1:00 PM on August 22, 2024, by Melissa Garner.

CRC Members In Attendance

Fariba Kassiri (Chair), CEX
Melissa Garner, PRO
Megan Greene, OCA
Chris Mullin, OMB

Procurement Staff in Attendance

Benjamin Comer
Breanna Oland
Kalaria Obasi
Karen DeLuca

Robert Norris
Sarah Giambra
Segyung Yaeger

Sheronda Baltimore
Virginia Tejada-Gurmendi
Zoe Polach

Items Discussed - 2 Item(s)

Item #1: Department of Recreation

Action Type: Sole Source/Non-Competitive/Waiver of Procurement Regulations

#	Contractor	Contract	Contract Desc	Exe.	Exp.	Contract Value	Cost of Action
1a	Getty Images	TBD	Website Subscriptions - Request Recommendation for CAO Waiver	--	--	--	\$30,000.00
1b	Teamsidelin e	TBD	Website Subscriptions - Request Recommendation for CAO Waiver	--	--	--	\$24,000.00
1c	HyTek Team Manager	TBD	Website Subscriptions - Request Recommendation for CAO Waiver	--	--	--	\$10,500.00
1d	Canva	TBD	Website Subscriptions - Request Recommendation for CAO Waiver	--	--	--	\$10,500.00
1e	Hoot Suite	TBD	Website Subscriptions - Request Recommendation for CAO Waiver	--	--	--	\$12,000.00
1f	Activity Connection	TBD	Website Subscriptions - Request Recommendation for CAO Waiver	--	--	--	\$11,500.00
1g	Swimtopia	TBD	Website Subscriptions - Request Recommendation for CAO Waiver	--	--	--	\$20,500.00

Allison Cohen was in attendance on behalf of the Department of Recreation.

Background

The Department of Recreation (REC) is requesting CAO waiver, pursuant to Procurement Regulations Section 1.1.5 and requesting CRC recommend this action be forwarded to the Chief Administrative Officer (CAO) for review to waive the Procurement Regulation 4.1.9. REC is asking for this recommendation to allow Direct Purchases for the payment of a variety of website subscriptions. This request is for Direct Purchases, not to exceed \$60,000 per website, with no end date, for each of these websites.

Motion

Melissa Garner moved to approve the CAO waiver of procurement regulation 4.1.9 to allow for a direct purchase above the \$10,000 threshold for website subscriptions for 5 years at the total allowed value stipulated for each of the following vendors: Getty Images \$30,000; Teamsideline \$24,000; HyTek Team Manager \$10,500; Canva \$10,500; Hoot Suite \$12,000; Activity Connection \$11,500; and Swimtopia \$20,500. This is in accordance with Procurement Regulations, 1.1.2 and 11.1.3.1. Chris Mullin seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

Item #2: Department of General Services

Action Type:	Sole Source/Non-Competitive/Waiver of Procurement Regulations		
Contractor:	Truck Enterprises Hagerstown Inc	Contract:	1131202
Contract Desc:	Off-the-Lot New Vehicles and Equipment; All GVWRs 2,900 lb. – 33,000+ lb. Primary (lines): 119A,119B,135A,135B,145A,145B		
Execution:	12/9/21	Expiration:	8/3/25
Contract Val:	\$1,298,625.20	Cost of Action:	\$4,436.60

Suzanne Kapust was in attendance on behalf of the Department of General Services.

Background

Department of General Services (DGS), Division of Fleet Management Services. (DFMS), requests that, pursuant to Procurement Regulations Section 1.1.2, additional funds to be added to Purchase Order 1156770 with Truck Enterprises Hagerstown, Inc. be presented for review by the Contract Review Committee, (CRC). The department requests that CRC recommend a waiver of the Procurement Regulations Section 11.1.3.1 by the Chief Administrative Officer (CAO). In addition, the department requests this action be approved for a non-competitive award under Procurement Regulation 4.1.12.3(a)(2). The valid performance or delivery due dates required by the County can be met by only one source.

DFMS believes this waiver is in the best interests of the County in ensuring that critically needed vehicles ordered on May 1, 2023, have the fabrication completed and delivered to the County via a contracted purchase through Truck Enterprises Hagerstown, Inc. Purchase Order #1156770 in the amount of \$948,738.00 was issued on May 1, 2023, for the purchase and upfitting of five new 2024 Kenworth T480 Box Trucks. This quoted amount, which includes upfitting, was provided on April 26, 2023. The County was able to receive one of the five Kenworth T480 Box Trucks at the quoted price on April 26, 2023, leaving four that we were unable to secure at the time they were ordered.

DFMS is requesting approval of the price difference between the Model year 2024 2024 Kenworth T480 Box Trucks, as quoted April 26, 2023, and the model year 2025 Kenworth T480 quoted July 22, 2024, for the four remaining ordered trucks. The pricing variance for the four remaining trucks between the model year 2024 and 2025 is \$1,109.15, netting out to \$4,436.60 across all four vehicles. This results in a new unit price of \$190,865.75 from \$189,747.60.

Motion

Melissa Garner moved to approve a CAO waiver of procurement regulations with Truck Enterprises Hagerstown Inc, contract #1131202, to add \$4,436.60 to an existing order for Kenworth T480 box trucks due to unavailability of 2024 models and unanticipated increase to 2025 models. In accordance with Procurement Regulation, 1.1.2 and 11.1.3.1. Chris Mullin seconded the motion. Fariba Kassiri concurred.

The meeting was adjourned at 1:56 PM.