

Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer



5551 S. Tom Bass Road
Columbia, MO 65202
Phone: (573) 886-4392

NOTICE OF AWARD MEMORANDUM

TO: Melinda Bobbitt, Director and File
FROM: Liz Palazzolo, CPPO, C.P.M.
DATE: August 26, 2022
RE: Award C001035 from RFB 24-19AUG25 – Laundry & Dry-Cleaning Services for the Boone County Sheriff's Office, Boone County Joint Communications Department and Boone County Emergency Management Department

Your approval is requested to award contract C001035 from Request for Bid 24-19AUG25 – Laundry & Dry-Cleaning Services for the named offices/departments above to Robinson's Cleaners of Columbia, Missouri.

There was only one bid submitted. The RFB was advertised and posted on the County's electronic bidding website as well as physically posted in our office and the County Clerk's Office. It is unlikely rebidding would provide more competition especially since a local site is required for easy laundry and dry-cleaning drop-offs and pick-ups.

The bid from Robinson's Cleaners has been reviewed by Leasa Quick and Captain Jenny Atwell of the Boone County Sheriff's Office, and McKinna Gorden of Boone County Joint Communications. For the record, I notified Della Luster of Boone County Emergency Management about the contracted service when I put it out for bid, and she was uncertain if her department would be using the services. I have included the Emergency Management Department as a potential user.

An award of contract is prepared for award to the only and "lowest and best" bidder, Robinson's Cleaners of Columbia, Missouri.

This is a Term and Supply contract that is Direct Pay. Coding for payments are:

- 1251 - General Fund Sheriff Operations/23305 – Uniform Maintenance: Budgeted amount \$2,100.00;
- 1255 – General Fund Detention Operations/23305 – Uniform Maintenance: Budgeted amount \$1,500.00;

- 2701 – Boone County Joint Communications/23305 – Uniform Maintenance: Budgeted amount \$900.00;
- 2711 – Boone County Joint Communications Administration/23305 – Uniform Maintenance: Budgeted amount \$50.00;
- 2702 – Emergency Management Operations/23305 – Uniform Maintenance: Budgeted amount \$2.500.00.

/lp

Attachment: Bid Tabulation