

**Board of Trustees**  
Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21740

**ACTION**

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Subject: Retaining Wall Repairs

Date: April 16, 2024

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**BACKGROUND**

The College issued a Request for Bid for Retaining Wall Repairs on March 13, 2024. The RFB was advertised on the HCC website as well as posted on eMaryland Marketplace Advantage. Three bids were received on April 8, 2024 from Callas, SFMS, and Unisource. Please see attached for reference. The lowest bid from SFMS at \$21,279.00 will be disqualified. Their price is unbalanced when compared to the other two prices and that price would not even cover the cost of materials according to Facilities. The bid Unisource submitted was found to be the lowest, responsive and responsible bid at \$146,275.00.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of this contract to Unisource Services, LLC.

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Prepared by: Alicia Cullop  
Title: Manager of Procurement Services

Recommended by:   
Dr. James S. Klauber,  
President

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