



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Shawn Thelen, Deputy Executive Director
Shaker Place Rehabilitation and Nursing Center

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: October 18, 2024

RE: RFB-2024-115 Personal Laundry Services

I am in receipt of your recommendation to award the aforementioned to Plaza Linen Services in the amount of \$574,812.00.00.

As Plaza Linen Services is the lowest responsible and responsive bidder, I concur with your recommendation.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.