



**Agenda Action Form Overview**

The Board is requested to authorize the County Manager to enter into service contract amendment with H3 Cleaning Solutions for weekend janitorial porter services in the amounts of \$7,774.40 for fiscal year 2025-2026, with the option to renew annually, as well as authorize the County Manager to execute future contract amendments if cost of future amendments had been allocated within the General Services Budget.

**Background/Justification**

The janitorial services contract for Administration I, Administration II, the Main Library, and the Judicial Annex reached the maximum renewal allotment from RFP 21-011, and was required to be rebid for fiscal year 2026. In accordance with Durham County's procurement policies, a Request for Proposals (RFP No. 25-043) for janitorial services was publicly advertised on the eBid system on April 1, 2025. To provide prospective vendors with an opportunity to assess facility requirements, a site visit was conducted between April 14 and April 17, 2025. By the established submission deadline of May 8, 2025, the County received nineteen (19) proposals. An evaluation committee consisting of six (6) Durham County employees thoroughly reviewed all submissions in accordance with the evaluation criteria outlined in the RFP. The committee convened on June 18, 2025, to deliberate and finalize recommendations. Following a comprehensive review process, H3 Cleaning Solutions was determined to be the most qualified and responsive vendor and was selected to provide janitorial services for Administration I, Administration II, the Main Library, and the Judicial Annex.

Since that time, the Main Library has updated its weekend hours of operation. To ensure proper custodial coverage during these expanded hours, there is a need to amend the existing janitorial services contract with H3 Cleaning Solutions to provide a weekend day porter at the Main Library. This adjustment will allow the County to maintain cleanliness and operational standards in line with the library's revised schedule while ensuring continuity of services under the existing vendor agreement.

**Policy Impact**

This is consistent with Board of County Commissioners Janitorial service policy provided in County buildings. The action does not require any BOCC policy changes.

**Procurement Background**

**Type of purchase**

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

**Did this request for purchase go through a bid process? Yes ☒ No ☐**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*



**Durham County Government**  
**Agenda Action Form Supplemental Document – Contract Approval**

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*Construction/Repair work: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$500,000$*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☐ Other (please explain)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☐**

If no, why?

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**Fiscal Impact**

Funding for this contract will come from General Services budget, 1001010000 – 4190520000 – 5200160100.

**Recommendation**

The County Manager recommends the Board authorize the County to enter into a service contract amendment with H3 Cleaning Solutions for weekend janitorial porter services in the amounts of \$7,774.40 for fiscal year 2025-2026, with the option to renew annually, as well as authorize the County Manager to execute future contract amendments if cost of future amendments had been allocated within the General Services Budget.