



Agenda Action Form Overview

The Board is requested to authorize the County Manager to enter into an \$56,900.00 contract with Scottie’s Building Services to provide exterior & interior window washing for six (6) County buildings. Admin II, HHS, Main Library, SW Library, South Library and North Regional Library.

Background/Justification

Due to the number of County facilities in need of washing services an RFP was initiated. On December 5th, 2023 a Request for Proposals (RFP NO. 24-025) for Interior & Exterior Window Washing at Six Durham County Buildings was advertised on eBid and periodicals. A site visit of the facilities was conducted on December 20th, 2023 for interested bidders. Four (4) bidders responded on January, 2024. An evaluation committee made up of four (4) Durham County employees reviewed proposals and convened on April 2nd, 2024 for recommendation discussions. Scottie’s Building Services was selected by the committee as the qualified vendor to provide exterior & interior window washing for six (6) County buildings.

Policy Impact

This is consistent with Board of County Commissioners Building Maintenance 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

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?

Fiscal Impact

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

Recommendation

The County Manager recommends the Board authorize the County to enter into a contract with Scottie’s Building Services to provide exterior & interior window washing for six (6) County buildings. Admin II, HHS, Main Library, SW Library, South Library and North Regional Library. in the amount of \$56,900.00 for the remainder of the fiscal year, with an option to renew additional amendments if cost of future amendments have been allocated within the operational budgets of the General Services Divisional Budget.