



**Agenda Action Form Overview**

The Board is requested to authorize the County Manager to enter into an annual contract with Bull City Janitorial Service LLC to provide janitorial services at the Durham County Main Library, in the amount of \$83,863.98 for the remainder of fiscal year 2025-2026, which brings their current active contract total to \$168,360.68, with the option to renew annually. The board also allows the County Manager to sign off on subsequent extensions, change orders, or amendments associated with this contract, as necessary, so long as funds are available within the General Services Budget.

**Background/Justification**

The Durham County Main Library was previously being serviced by H3 Cleaning Solutions under RFP #25-043. H3 Cleaning Solutions was released from their contractual obligations to service the Main library as of December 31<sup>st</sup>, 2025 due to performance issues. On January 2<sup>nd</sup>, 2026, Bull City Janitorial Service LLC will be providing janitorial services at the Main library for the remainder of the fiscal year, with the contractual option to renew annually. Bull City Janitorial Service LLC was chosen as the next responsive lowest janitorial vendor from RFP NO. 25-043.

**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*

*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 Board is requested to authorize the County Manager to enter into an annual contract with Bull City Janitorial Service LLC to provide janitorial services at the Durham County Main Library, in the amount of \$83,863.98 for the remainder of fiscal year 2025-2026, which brings their current active contract total to \$168,360.68, with the option to renew annually. The board also allows the County Manager to sign off on subsequent extensions or amendments associated with this contract, as necessary, so long as funds are available within the General Services Budget.