



Agenda Action Form Overview

The Board is requested to authorize the County Manager to enter into an annual contract with H3 Cleaning Solutions to provide janitorial services at the Durham County Administration I, Administration II, Main Library, Judicial Annex, in the amount of \$413,502.03 for fiscal year 2025-2026, with the option to renew annually for additional 4 fiscal years.

Background/Justification

The bid cycle came due for renewal for Administration I, Administration II, Main Library, Judicial Annex. H3 Cleaning Solutions was the most qualified vendor to provide janitorial services to the following buildings: Administration I, Administration II, Main Library, Judicial Annex. On April 1st, 2025, a Request for Proposals (RFP NO. 25-043) for Janitorial Services was advertised on the eBid system. A site visit of the new facility to receive janitorial services was conducted on April 14-17th, 2025 for interested bidders. Nineteen (19) bidders responded on May 8th, 2025. An evaluation committee made up of six (6) Durham County employees reviewed proposals and convened on June 18th, 2025, for recommendation discussions. H3 Cleaning Solutions was selected by the committee as the qualified vendor to provide Janitorial services to Durham County Administration I, Administration II, Main Library, Judicial Annex

Policy Impact

This is consistent with the 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



Durham County Government
Agenda Action Form Supplemental Document – Contract Approval

☐ 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 – 5200160100.

Recommendation

The County Manager recommends the Board authorize the County to enter into a contract with H3 Cleaning Solutions to provide janitorial services at the Durham County Administration I, Administration II, Main Library, Judicial Annex, in the amount of \$413,502.03, with the option to renew annually for additional 4 fiscal years.

Authorize the County Manager to execute future contract amendments if cost of future amendments has been allocated within the operational budgets of the General Services Divisional Budget.