



Agenda Action Form Overview

The Board is requested to authorize the County Manager to enter into an annual contract with CJ Enterprise Cleaning Services to provide janitorial services at the Durham County South Regional Library, Southwest Regional Library, East Regional Library, North Regional Library, Emergency Operations Center, and Braggtown Library, in the amount of \$169,800.00 for fiscal year 2025-2026, with the option to renew annually for additional 4 fiscal years.

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Background/Justification

CJ Enterprise Cleaning Services has previously provided janitorial services for these locations and will continue janitorial services for fiscal year 2025-2026. The bid cycle came due for renewal for the South Regional Library, Southwest Regional Library, East Regional Library, North Regional Library, Emergency Operations Center, and Braggtown Library. 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. CJ Enterprise Cleaning Services was selected by the committee as the qualified vendor to provide Janitorial services to Durham County South Regional Library, Southwest Regional Library, East Regional Library, North Regional Library, Emergency Operations Center, and Braggtown Library.

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



Durham County Government
Agenda Action Form Supplemental Document – Contract Approval

- ☐ 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 – 5200160100.

Recommendation

The County Manager recommends the Board authorize the County to enter into a contract with CJ Enterprise Cleaning Services to provide janitorial services at the Durham County South Regional Library, Southwest Regional Library, East Regional Library, North Regional Library, Emergency Operations Center, and Braggtown Library in the amount of \$169,800.00, with the option to renew annually. And authorize the County Manager to execute future contract amendments if cost of future amendments have been allocated within the operational budgets of the General Services Divisional Budget.