



Agenda Action Form Overview

The Board is requested to review and approve the Interlocal Agreement between Durham County and the Alcohol Beverage Control (ABC) Board for maintenance services at ABC locations within Durham County.

Background/Justification

The interlocal agreement between Durham County General Services and the ABC Board is to providing maintenance services for the ABC properties. The previous Interlocal agreement required updates, and General Services is requesting to enter into a new Interlocal Agreement with an updated rate. The updated monthly rate for routine services is a 28% increase over the previous year. This increase is due to increase in employee wages and material costs associated with providing the routine monthly service. The monthly rate is a total cost of \$4,336.85 plus \$0.625 per mile. This cost breakout includes \$2,819.11 for basic grounds maintenance, \$316.04 for pest control services, and \$1,201.70 for administration services. Costs for prior fiscal year 2022, current fiscal year 2023, and projected cost for upcoming years is listed in the table below.

2021-22	\$	0.58	\$	2,323.50	\$	272.61	\$	791.76	\$	3,387.87
2022-23	\$	0.625	\$	2,819.11	\$	316.04	\$	1,201.70	\$	4,336.85
2023-24	\$	0.625	\$	2,903.68	\$	299.90	\$	1,237.75	\$	4,441.33
2024-25	\$	0.625	\$	2,990.79	\$	299.90	\$	1,274.88	\$	4,565.58
2025-26	\$	0.625	\$	3,080.52	\$	299.90	\$	1,313.13	\$	4,693.55
2026-27	\$	0.625	\$	3,172.93	\$	299.90	\$	1,352.52	\$	4,825.36

The monthly routine services include pickup of exterior trash and debris from all lots and grounds. Emptying exterior trash receptables and replacing trash liners. Mowing and trimming grass every two (2) weeks. Removing leaves in the fall each year. Pest control services are also provided to each location monthly. Should additional services be required for grounds, HVAC, plumbing, electrical, or building maintenance at cost service rates have been established. The ABC Board reviewed and agreed to the rates and services during their November 15, 2022, board meeting.

Policy Impact

Approval of this Interlocal Agreement aligns with the current Boards policy of maintaining County facilities in order to provide services to the community.

Procurement Background

Explain the procurement process. Using the below section, clarify the contract purchase type(s) (i.e. Goods, Services, Architect, Engineer or Surveyor Services, Construction).

Type of purchase

- ☐ Goods
☒ Services



Durham County Government
Agenda Action Form Supplemental Document – Contract Approval

- ☐ 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) This is an interlocal agreement.

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

There should be no fiscal impact because Durham County will receive revenue for performing maintenance services at ABC locations to fund the expenditures to provide these services (100101000-4190410000-52160100).

Recommendation

The County Manager recommends that the Board review and approve the Interlocal Agreement between Durham County and the ABC Board to provide maintenance services to ABC locations, with the ability to renew for 5 consecutive years.

