



Agenda Action Form Overview

The Board is requested to authorize the County Manager to amend and increase janitorial contracts for CJ Enterprise (increase \$14,894.60), Kreative Koncepts (increase \$27,456.00), B&R Janitorial (increase \$24,475.00) and Freddrick's Housekeeping (increase \$17,840.00) to provide janitorial services in the newly opened Admin. II building. These increases will accommodate janitorial services in the Admin. II building through January of 2019, which will allow adequate time for advertising of a new janitorial RFP and selection of a sole contractor to provide janitorial services in the facility.

Background/Justification

The Admin. II Building opened to County Staff for move in on September 4, 2018. All four contractors noted above were impacted by the relocation of departments to the Admin. II building. Due to having a short time frame to solicit for formal bids through the RFP process and the urgent need for janitorial services, a decision was made by the General Services management team to split the building by floors and assign each contractor that was impacted a portion to service. This approach is only temporary, as the creation of a new RFP for janitorial services in Admin. II is currently underway and will be advertised to the public for solicitation of quotes from qualified bidders.

Policy Impact

The agenda item is consistent with historical Board of County Commissioner support for janitorial services in County facilities. The action does not require 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



Durham County Government
Agenda Action Form Supplemental Document – Contract Approval

- ☐ 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 the contract amendments are supported under General Services' Janitorial divisional budget. 1001010000 – 4190520000 – 5200160100

Recommendation

The County Manager recommends that the Board authorize the County Manager to amend and increase janitorial contracts for CJ Enterprise (increase \$14,894.60), Kreative Koncepts (increase \$27,456.00), B&R Janitorial (increase \$24,475.00) and Freddrick's Housekeeping (increase \$17,840.00) to provide janitorial services in the newly opened Admin. II building.