



### **Agenda Action Form Overview**

The Board is requested to authorize the County Manager to enter into contract with DeWhit Facility Services in the amount of \$165,000.00 for janitorial services at the newly renovated Administration II Building. This total includes \$156,704.28 for regular janitorial services, plus an approximate 5% contingency (\$8,295.72) to accommodate additional services beyond the routine cleaning schedule such as special events held after hours or on weekends.

### **Background/Justification**

The Admin. II Building opened to County Staff for move in on September 4, 2018. Due to having a short time frame to solicit 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 was a temporary solution until a dedicated contractor could be determined through a bidding process.

General Services and the Purchasing Department worked together to determine the best method to move forward given that an RFP had formerly been issued for cleaning services was already in place. It was determined that to increase minority contractor participation, the scope of work for cleaning services at Administration II could be informally advertised to existing and perspective janitorial contractors in acknowledgement of the County's MWBE program. Supplemental information containing the specifications and special requirements for Administration II was appended to existing RFP No. 15-016: Janitorial Services for Durham County, which governs all existing janitorial contracts within County facilities. Informal proposals were received from eight contractors on December 13, 2018. All eight proposals were evaluated by an evaluation committee consisting of General Services personnel and occupants of the Administration II building. The collective findings of the evaluation committee determined that DeWhit Facility Services was the best qualified/lowest priced firm (respectively) for janitorial services.

In review of the MWBE compliance for Janitorial Services Amendment for the Admin II Building (RFP 15-016), DeWhit Facility Services is a MWBE certified Black American business and will be utilizing 100% MWBE participation for this service.

With the approval of the Board, DeWhit Facility Services will be issued a contract for janitorial services at the Administration II building for the remainder of the current fiscal year and a full year contract for FY 19-20. It is important to note that pending the outcome of an agreement with tenants of the two tenant spaces located on the first floor of the facility, there is a potential that the contract may need to be amended in the future to accommodate the needs of the facility.

### **Policy Impact**

This 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



**Durham County Government**  
**Agenda Action Form Supplemental Document – Contract Approval**

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- ☐ 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 amendment will be supported under General Services' Janitorial divisional budget. 1001010000 – 4190520000 – 5200160100

**Recommendation**

The County Manager recommends that the Board authorize the County Manager to enter into contract with DeWhit Facility Services in the amount of \$165,000.00 for janitorial services at the Administration II Building and be given authorization to execute future contract amendments if within the General Services budget.