



**Agenda Action Form Overview**

Approval of Budget Ordinance Amendment No. 21BCCXXXXXX - Appropriating \$731,683 of General Fund fund Balance for COVID-19 Related Janitorial Services and One-Time County Facilities Cost.

**Background/Justification**

The Board is requested to approve the appropriation of \$731,683 of General Fund fund Balance to increase the General Fund operating budget of General Services for COVID-19 related janitorial Services and several one-time County facilities cost that are emergency repairs unanticipated major system failures that were not expected in the FY 2020-21 approved budget.

This request encompasses several areas of service for General Services. The largest portion of the request is related to COVID-19 janitorial services at \$454,683 to extend contracts through June 30th. The remaining \$277,000.00 is to meet the exceptionally high operating expenditures associated with major systems failures and emergency repairs.

<b>System/Location</b>	<b>Estimated Cost</b>
Drive and Actuator in Jail	\$ 8,000.00
Replacement of Camus Boiler Jail	\$ 45,000.00
Drive Replacement Courthouse	\$ 65,000.00
Pump Rebuild Courthouse	\$ 8,000.00
Air Handler Motor Courthouse	\$ 25,000.00
Heat Exchanger – Admin. II	\$ 25,000.00
Elevator travel cable -Courthouse	\$ 33,000.00
Sediment Vault repair Courthouse	\$ 68,000.00
<b>Total</b>	<b>\$ 277,000.00</b>

Through the General Services Department, Durham County is currently contracted with six janitorial firms (The A Plus Group, B & R Janitorial, CJ Enterprise, DeWhit Facility Services, Freddrick's Housekeeping, & Kreative Koncepts) for regular/routine janitorial services in County owned facilities. The fiscal year 2020-2021 approved contracted services budget for janitorial was \$953,526 and this budget was supplemented with CARES funding in the amount of \$436,977 in January and further supplemented with roll over funds from fiscal year 2019-2020, bringing the Current budget to \$1,516,567.16. Following the directive from the County Manager to increase the janitorial presence within County facilities, in an attempt, to mitigate the spread of COVID-19, additional expenditures have been incurred and will continue as long as the threat of an outbreak is present. Additional information around COVID-19 janitorial services is provided in the supplemental documents. To meet the requirements and guidelines set forth by the CDC concerning COVID-19 and facility cleaning additional day porters, staff, and supplies have been utilized during the fiscal year to operate occupied County facilities in a safe manner. These costs were unknown during the creation of the FY 2020-21 budget. Safe facility operation includes the wiping down, consistently throughout the day, touch points, like door handles, light switches, elevator buttons, etc., this work is done by janitorial staff that is additional to the



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normal staff for standard cleanings. The chart below outlines the standard compliment of janitorial contractors and the additional staff for COVID-19 specific cleaning.

Contractor Name	Standard Service Staff	COVID Additions	Current Totals
A Plus Group	11	4	15
B&R Janitorial Services	9.5	9	18.5
CJ Enterprise Cleaning Services	6	1	4
DeWhit Facility Services	9	3	10
Freddrick's Housekeeping Services	7	3	10
Kreative Koncepts	12	4	16
<b>Grand Total</b>	<b>54.5</b>	<b>24</b>	<b>73.5</b>

Based on current expenditures for janitorial services outside of the regular scope of work (increased manpower, extended janitorial hours, additional supplies, etc.), General Services estimates that a total of \$454,683 will be needed in addition to what is currently budgeted to continue funding janitorial services as presently provided through June 30, 2021. If approved, the addition of this funding would raise estimated janitorial contracted services budget to \$1,971,250.16. The chart below demonstrates that additional cost incurred from COVID-19 janitorial services.

Building name	FY 2018-19	FY 2019-20	FY 2020-21	Grand Total
⊕ Judicial Annex Bldg.	\$ 20,868.00	\$ 22,968.00	\$ 24,018.00	\$ 67,854.00
⊕ Administrative Complex	\$ 53,160.00	\$ 41,524.80	\$ 41,524.80	\$ 136,209.60
⊕ Durham County Courthouse	\$ 40,000.00	\$ 95,360.00	\$ 96,625.00	\$ 231,985.00
⊕ Main Library		\$ 44,937.00	\$ 112,308.00	\$ 157,245.00
⊕ Regional Libraries	\$ 135,669.00	\$ 129,635.00	\$ 136,776.00	\$ 402,080.00
⊕ Administrative II (formally Judicial bldg)	\$ 150,549.44	\$ 179,676.11	\$ 172,776.84	\$ 503,002.39
⊕ Health & Human Services Complex	\$ 341,977.92	\$ 341,977.92	\$ 566,977.92	\$ 1,250,933.76
⊕ COVID Expenses		\$ 253,714.08	\$ 675,686.28	\$ 929,400.36
<b>Grand Total</b>	<b>\$ 742,224.36</b>	<b>\$ 1,109,792.91</b>	<b>\$ 1,826,692.84</b>	<b>\$ 3,678,710.11</b>

Additionally, \$277,000 is requested to fund emergency replacement of equipment in the Building & Grounds Division's normal repair cycle has been taxed by major mechanical systems failures of equipment before their useful life in the FY 2020-21 approved budget. Emergency replacement/repair of equipment in multiple county facilities related to HVAC, boilers, hot-water heaters, and other mechanical systems, remediation of a sediment vault at the County Courthouse, replacement of the cables in the elevator at the County Courthouse. Each of these repairs was an unforeseen repair of a major mechanical or technical system and at current the General Services budget does not have the capacity to absorb these costs. Additional information around these costs is available in the supplemental documents.

The current operating budget for all of General Services is \$580,199, but of that \$85,000 is set aside for renovations to the old Library Annex that is now being leased by the Durham Crisis Resource Center, reducing the available amount to \$495,199. Trades such as HVAC, Electrical,



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and plumbing all have request for repairs to systems that will further reduce the overall available operating budget. The list of required repairs to major County mechanical and electrical systems will exceed the capacity of the current operating budget. The request for additional funding will allow General Services to procure and execute these major system repairs, while still providing daily services and minor repairs and upgrades to County Facilities and our customers County employees.

Fund Center Name	Current Budget	Encumbered	Actuals	Budget Remaining \$	Actuals as % of Current Budget
<input type="checkbox"/> General Services Administratio	\$312,125	\$1,500.00	\$292,231	\$20,194	93.54%
<input type="checkbox"/> General Service Security Servi...	\$2,390,532	\$1,157,877.38	\$2,360,359	\$30,173	98.74%
<input type="checkbox"/> Public Buildings	\$600,601	\$191,809.67	\$439,825	\$160,776	73.23%
<input type="checkbox"/> Plumbing	\$151,297	\$9,035.41	\$109,785	\$41,512	72.56%
<input type="checkbox"/> Public Buildings Services	\$880,566	\$330,370.25	\$758,865	\$121,701	86.18%
<input type="checkbox"/> Electrical Services	\$223,761	\$69,199.22	\$167,180	\$56,581	74.71%
<input type="checkbox"/> Mailroom	\$33,170	\$1,655.53	\$15,630	\$17,839	46.70%
<input type="checkbox"/> County Stadium	\$70,588	\$17,907.13	\$29,122	\$41,466	41.26%
<input type="checkbox"/> Grounds Maintenance Services	\$148,628	\$28,438.63	\$94,951	\$53,677	63.89%
<input type="checkbox"/> Print Shop	\$4,800	\$4,626.85	\$2,867	\$1,933	59.73%
<input type="checkbox"/> Warehouse	\$37,462	\$2,538.88	\$19,280	\$18,182	51.47%
<input type="checkbox"/> Janitorial Services	\$1,558,279	\$525,559.12	\$1,556,692	\$1,506	99.90%
<input type="checkbox"/> Facilities Use	\$16,045	\$325.00	\$1,468	\$14,578	9.15%
<b>Total</b>	<b>\$6,428,454</b>	<b>\$2,340,843.37</b>	<b>\$5,848,255</b>	<b>\$580,199</b>	<b>90.97%</b>

### Policy Impact

This funding will allow for General Services to continue to provide services to the County and allow normal operations to continue. The janitorial contracts were executed as a part of the original RFP 15-016.

### Procurement Background

Construction services for this project were bid under a formal IFB public bid process, where the expected contract cost was over \$500,000, per purchasing guidelines.

#### 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
- ☐ 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 increase to the janitorial contracted services budget will have to be from General Fund fund Balance as the General Services janitorial contracted services budget has been completely exhausted to date, and total operating budget for General services (excluding Utilities) is at ~93% of budget consumed.

**Recommendation**

The County Manager recommends that the Board approve Budget Ordinance Amendment No. 21BCCXXXXXX - Appropriating \$731,683 of General Fund fund Balance for COVID-19 Related Janitorial Services and One-Time County Facilities Cost.