



## Legislation Text

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File #: 19-0095, Version: 1

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**Item:**

**Award of Contract to DeWhit Facility Services for Regular Janitorial Services at the Durham County Administration II Facility.**

**Date of BOCC Meeting: March 11, 2019**

**Request for Board Action:**

The Board is requested to authorize the County Manager to enter into contract with DeWhit Facility Services in the amount of \$43,000.00 for janitorial services at the newly renovated Administration II Building for the remainder of the FY18-19 fiscal year. This total includes \$40,634.07 for three months of regular cleaning and \$2,365.93 for special services contingency.

In an effort to increase minority contractor participation, the scope of work for cleaning services at Administration II was informally advertised to existing and perspective janitorial contractors. Supplemental information containing the specifications and special requirements for Administration II was appended to 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. DeWhit Facility Services is a Durham, certified HUB WBE firm.

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 (\$43,000.00) and a full year contract for FY 19-20 totaling \$165,000.00 pending FY19-20 Budget approval. The FY19/20 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. 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.

**Alignment with Strategic Plan:** Goal 5-Accountable, Efficient and Visionary Government: An effective organization committed to the pursuit of excellence through: collaborative leadership, exceptional customer service, innovation, transparency and fiscal responsibility.

**Resource Persons:** Motiryo Keambiroiro, Director of General Services, Joel Jones, Quality Control & Contract Specialist, Erick Peoples, General Services Custodial Supervisor

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the County Manager to enter into contract with DeWhit Facility Services in the amount of \$43,000.00 for janitorial services at the Administration II building and be given authorization to execute future contract amendments if within the General Services budget through FY 19/20.

County Manager: \_\_\_\_\_

