

Issue Analysis Form

Date: 04/12/2022
Item: Janitorial Services – Award of Contract (Updated)
Lead Department(s): Finance / General Services
Contact Person(s): Betsy Drewry



Description and Current Status

Professional Maintenance Company, Inc., the County's existing contracted janitorial services provider provided notice of cancellation of their contract on February 25, 2022. Their labor costs have increased as a result of the state mandated minimum wage increase, and they expressed that they could not operate with a renewed contract increased only by the Consumer Price Index (CPI), the maximum our existing contract terms allowed.

An Invitation for Bids, **IFB #22-12-1204 "Janitorial Services"** was issued on February 27, 2022 and closed on March 11, 2022. This IFB can be viewed on the County website at

<https://mvendor.cgieva.com/Vendor/public/AllOpportunities?agencyname=Prince%20George%20County>

A detailed list of responsibilities to be performed daily, weekly, monthly, annually and as needed was provided as part of the Invitation for Bids. Additionally, a continued requirement of requiring criminal background reviews on all employees of contracted firms was included.

Seven (7) bids were received and opened on March 11, 2022.

A bid summary is provided as **Attachment A**.

On March 22, staff initially recommended award of contract to Star Commercial Janitorial Services, Inc. in the amount of \$219,600 annually; \$0.08 per square foot for carpet cleaning; \$25.00 per hour for emergency cleaning per employee; and \$25.00 per supervisor per hour for emergency cleaning. **However, the vendor could not furnish a Certified Executive Housekeeper certification or comparable certification within five days of award as required by the IFB.**

Staff now recommends award of contract to the #2 bidder, **Professional Maintenance Company, Inc.** in the amount of **\$262,680** annually; **\$0.18** per square foot for carpet cleaning; **\$33.75** per hour for emergency cleaning per employee; and **\$35.75** per supervisor per hour for emergency cleaning.

The contract is renewable annually, for four additional one-year periods, with an increase allowed based on CPI. The annual contract would have gone to \$211,654 with a 4.1% CPI Increase.

The FY2023 introduced budget as modified will have to be increased by \$20,425 to cover the increase in contract at the time of budget adoption.

Staff is requesting the board to authorize:

- Authorization for the Interim County Administrator to execute a contract with **Professional Maintenance Company, Inc.** in the amount of **\$262,680** annually; **\$0.18** per square foot for carpet cleaning; **\$33.75** per hour for emergency cleaning per employee; and **\$35.75** per supervisor per hour for emergency cleaning.

A resolution draft for board consideration is included in the board packet. The resolution approves administrative execution of a contract.

Government Path

Does this require IDA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require BZA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does This require Planning Commission Action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Board of Supervisors action?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does this require a public hearing?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, before what date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Fiscal Impact Statement

Janitorial Services are currently budgeted in the General Services operating budget (43320 – Maintenance Service Contracts).

The FY2023 introduced budget as modified will have to be increased by \$20,425 to cover the increase in contract at the time of budget adoption.

County Impact

Execution of contract will allow for continuation of cleaning services for all County facilities.

Notes

ATTACHMENT A

Evaluation Sheet County of Prince George IFB 22-12-1204 Janitorial Services BIDS DUE: 2:00 PM, MARCH 11, 2022		Grand Total	Carpet Cleaning per sq ft	Emergency per hour per employee	Emergency per hour per Supervisor		
Vendor	Cost				RANK	Difference from Low Bid	NOTES
Office Pride	\$264,045.72	\$0.075	\$25.00	\$25.00	3	(44,445.72)	
Topko	\$264,360.00	\$0.145	\$25.00	\$25.00	4	(44,760.00)	
Associated Building Maintenance Co Inc.	\$333,860.67	\$0.185	\$30.70	\$33.77	6	(114,260.67)	
Star Commercial Janitorial Services Inc.	\$219,600.00	\$0.080	\$25.00	\$25.00	1		Vendor deemed non-responsive
Professional Maintenance Co LLC	\$262,680.00	\$0.180	\$33.75	\$35.75	2	(43,080.00)	Revised Award Recommendation
Servicemaster Clean	\$267,186.00	\$0.270	\$24.00	\$28.00	5	(47,586.00)	
Executive Building Maintenance	\$519,792.00	\$0.140	\$23.50	\$23.50	7	(300,192.00)	

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 12th day of April, 2022:

Present:

Vote:

Marlene J. Waymack, Chair
Donald R. Hunter, Vice-Chair
Floyd M. Brown, Jr.
Alan R. Carmichael, Jr.
T. J. Webb

A-11

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; AWARD OF CONTRACT (\$262,680 JANITORIAL SERVICES)

WHEREAS, On February 27, 2022 an Invitation for Bids was advertised by General Services and the Finance Department to obtain bids for contracted janitorial services for all County facilities (IFB 22-12-1204). The IFB closed on March 11, 2022 with seven bids. The lowest bid was received from Star Commercial Janitorial Services, Inc. in the amount of \$219,600 annually; \$0.08 per square foot for carpet cleaning; \$25.00 per hour for emergency cleaning per employee; and \$25.00 per supervisor per hour for emergency cleaning, **but the bidder was subsequently found to be non-responsive for failure to satisfy all IFB requirements; and**

WHEREAS, The Prince George County Board of Supervisors desires to rescind the March 22, 2022 award to Star Commercial Janitorial Services, Inc. due to non-compliance with IFB requirements; and

WHEREAS, Staff recommends the award of contract to **Professional Maintenance Co. LLC**, the next responsive lowest bid of \$262,680; and

WHEREAS, Staff is requesting authorization for the Interim County Administrator to enter into a contract with **Professional Maintenance Co. LLC**, in the amount of **\$262,680 annually** for contracted janitorial services for all County facilities. Additionally contracted rates for other services will be **\$0.18 per square foot for carpet cleaning; \$33.75 per hour for emergency cleaning per employee; and \$35.75 per supervisor per hour for emergency cleaning.** The contract is renewable for four additional one-year periods, with an increase allowed based on the Consumer Price Index (CPI) as specified in the Invitation for Bid.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 12th day of April, 2022, hereby rescinds the award to Star Commercial Janitorial Services due to non-compliance with all IFB requirements and awards the contract for janitorial services to **Professional Maintenance Co. LLC**, in the amount of \$262,800 annually for specified contracted janitorial services; \$0.18 per square foot for carpet cleaning; \$33.75 per hour for emergency cleaning per employee; and \$35.75 per supervisor per hour for emergency cleaning and authorizes the Interim County Administrator to execute a contract with **Professional Maintenance Co. LLC**.

A Copy Teste:

Jeffrey D. Stoke
Interim County Administrator