

Issue Analysis Form

Date: 01/22/2019
Item: Janitorial Services – Award of Contract
Lead Department(s): General Services, & Finance
Contact Person(s): Betsy Drewry; Mike Purvis



Description and Current Status

Our Janitorial Services contract (and all available renewals) with Professional Maintenance Company, Inc. will end on February 28, 2019.

An Invitation for Bids, IFB #19-1204-1 “Janitorial Services” was issued on December 4, 2018 and closed on January 3, 2019. This IFB can be viewed on the County Finance website at

https://www.princegeorgeva.org/bid_detail_T16_R69.php

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 new requirement of requiring criminal background reviews on all employees of contracted firms was included.

Two (2) bids were received and opened on January 3, 2019. One bid was received from Professional Maintenance Company (current vendor) and another from Jani-King.

Description	Jani-King	Professional Maintenance Co
Base Bid Annually	477,247.80	183,358.92
Stripping, Waxing, Buffing Hard Surface Floors	49,560.00	10,740.00
TOTAL	526,807.80	194,098.92

A bid summary is provided as Attachment A.

Staff is recommending award of contract to Professional Maintenance Company, Inc. in the amount of \$194,098.92 annually (\$183,358.92 annually for regular cleaning per specifications and an additional \$10,740.00 annually for monthly stripping, waxing and buffing of hard surface floors). [Our current annual contract is \$172,641.12].

Staff is requesting the board to authorize:

- Authorization for the County Administrator to execute a contract with Professional Maintenance Company for \$194,098.92 annually

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

Government Path

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|--|---|--|
| 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 increase in contract may require an increase to the FY2020 budget of just over \$20,000.

County Impact

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

Notes

BID SUMMARY County of Prince George IFB #19-1204-1 JANITORIAL SERVICES BIDS DUE: 2:00 PM, JANUARY 3, 2019	JANI-KINGOF RICHMOND 9701A METROPOLITAN CT RICHMOND, VA 23236	PROFESSIONAL MAINTENANCE CO., INC P. O. BOX 219 PRINCE GEORGE, VA 23875
GRAND TOTAL		\$194,143.98

	QTY	Units	Unit Price	Extended Price	Unit Price	Extended Price
Price of cleaning all buildings:						
Cleaning of building as per specifications (including all labor and supplies)	12	months	\$39,770.65	\$477,247.80	\$15,279.91	\$183,358.92
Stripping, waxing, buffing of hard surface floors (once a month)	12	months	\$4,130.00	\$49,560.00	\$895.00	\$10,740.00
TOTAL				\$526,807.80		\$194,098.92
Additional Pricing:						
Carpet Cleaning/Shampoo	1	sf	\$0.19	\$0.19	\$0.06	\$0.06
Employee - Emergency/On Call cleaning (labor and supplies included)	1	hour	\$30.00	\$30.00	\$22.50	\$22.50
Supervisor - Emergency/On Call cleaning (labor and supplies included)	1	hour	\$45.00	\$45.00	\$22.50	\$22.50
TOTAL				\$75.19		\$45.06

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 22nd day of January, 2019:

Present:

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

Vote:

A-1

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

RESOLUTION; AWARD OF CONTRACT (\$194,098.92 JANITORIAL SERVICES)

WHEREAS, On December 4, 2018 an Invitation for Bids was advertised by General and the Finance Department to obtain bids for contracted janitorial services for all County facilities (IFB 19-1204-1). The IFB closed on January 3, 2019 with two bids. The lowest responsive bid was received from **Professional Maintenance Company, Inc. in the amount of \$194,098.92;** and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Professional Maintenance Company, Inc. in the amount of \$194,098.92 for continuation of contracted janitorial services for all County facilities.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 22nd day of January, 2019, hereby awards the contract for janitorial services to **Professional Maintenance Company, Inc.** in the amount of \$194,098.92 and authorizes the County Administrator to execute a contract with Professional Maintenance Company, Inc.

A Copy Teste:

Percy C. Ashcraft
County Administrator