

Issue Analysis Form



Date: 03/22/2022
Item: Janitorial Services – Award of Contract
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.

Staff is recommending 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.** [Our current annual contract would have gone to \$211,654 with a 4.1% CPI Increase]. The contract is renewable annually, for four additional one-year periods, with an increase allowed based on CPI. As of the date this document was prepared (March 14, 2022 at 5:00 p.m., 2 of 3 references contacted had provided responses; and a few more will be requested).

Staff is requesting the board to authorize:

- Authorization for the Interim County Administrator to execute a contract with **Star Commercial Janitorial Services, Inc. for \$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

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 increase in contract will require an increase to the FY2023 budget of \$7,946 over amount required to renew with PMC at CPI (to which PMC would not agree).

County Impact

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

Notes

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
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	
Professional Maintenance Co LLC	\$262,680.00	\$0.180	\$33.75	\$35.75	2	(43,080.00)
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 22nd day of March, 2022:

Present:

Vote:

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

A-6

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

RESOLUTION; AWARD OF CONTRACT (\$219,600 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 responsive and responsible 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; and**

WHEREAS, Staff is requesting authorization for the Interim County Administrator to enter into a contract with **Star Commercial Janitorial Services, Inc.** in the amount of **\$219,600 annually** for contracted janitorial services for all County facilities. Additionally contracted rates for other services will be **\$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.** 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 22nd day of March, 2022, hereby awards the contract for janitorial services to **Star Commercial Janitorial Services, Inc.** in the amount of \$219,600 annually for specified contracted janitorial services; \$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 and authorizes the Interim County Administrator to execute a contract with Star Commercial Janitorial Services, Inc.

A Copy Teste:

Jeffrey D. Stoke
Interim County Administrator