

# FORSYTH COUNTY

## BOARD OF COMMISSIONERS

BRIEFING DRAFT

MEETING DATE: MAY 7, 2020

AGENDA ITEM NUMBER: 8

**SUBJECT: RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF A CONTRACT FOR JANITORIAL SERVICES FOR DESIGNATED FORSYTH COUNTY FACILITIES (GENERAL SERVICES DEPARTMENT)**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:**

**SUMMARY OF INFORMATION:**

Since FY14, Forsyth County has worked to contract out custodial services at several County facilities. This initiative began as a response to high turnover and high vacancy rates in custodian positions. The County has eliminated 18 vacant custodian positions totaling an estimated \$575,411 in total compensation dollars while also decreasing both the equipment and supply budgets of the General Services Department. Most recently, in FY18, the Forsyth County Board of Commissioners approved a contract with American Facility Services, Inc., to clean designated County facilities for a period of three years. The contract included charges for labor, equipment and supplies. The FY20 cost of this service, for 17 County facilities totaling approximately 700,000 square feet, is \$723,480 or approximately \$1.03 per square foot.

This service was recently rebid through the City/County Purchasing Department and a panel of three County staff members independently scored each response using the criteria that was advertised in the RFP. The scoring panel consisted of the General Services Director, General Services Assistant Director and Facilities Services Manager. There were seven total responses to the RFP. After all responses were evaluated, it was determined that American Facility Services, Inc., received the highest number of points and was therefore deemed to be the most qualified bidder. The three-year initial contract cost is \$2,008,800, or \$669,600 per fiscal year. This cost includes charges for equipment, supplies, and labor. In summary, 17 County facilities totaling approximately 700,000 square feet are included in the contract and will be cleaned for a cost of approximately \$.95 per square foot per year.

ATTACHMENTS:  YES  NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
COUNTY MANAGER

**RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF A CONTRACT FOR  
JANITORIAL SERVICES FOR DESIGNATED FORSYTH COUNTY FACILITIES  
(GENERAL SERVICES DEPARTMENT)**

**WHEREAS** on March 3, 2020, Requests for Proposals (RFPs) to provide janitorial services to Forsyth County buildings were sent to 84 janitorial companies and the RFP was also advertised on the City/County Purchasing website, on the N.C. Interactive Purchasing System, and in the Winston-Salem Journal;

**WHEREAS** proposals were received at 12:00 p.m., Friday, March 27, 2020, in response to Forsyth County’s RFP to provide janitorial services at designated Forsyth County facilities, and the following proposals based on a three-year term were received:

Century Associates	\$1,047,938.00
Squeaky/Completely Clean, Inc.	\$1,857,928.00
American Facility Services, Inc.	\$2,008,800.00
Ecosystems, Inc.	\$2,153,045.00
Green’s Commercial Cleaning, Inc.	\$2,289,030.00
Office Pride Commercial Cleaning	\$2,590,275.00
A&B Cleaning Service, Inc.	\$2,703,802.32

**WHEREAS** a County selection committee independently reviewed, evaluated, and scored each proposal based on the evaluation criteria advertised in the RFP; and based on the overall independent scores, the committee unanimously ranked the proposals in the following descending order with the firm recommended for award listed first:

<b>Firm</b>
American Facility Services, Inc.
Green’s Commercial Cleaning, Inc.
A&B Cleaning Service, Inc.
Century Associates
Ecosystems, Inc.
Office Pride Commercial Cleaning
Squeaky/Completely Clean, Inc.

; and

**WHEREAS** it is the recommendation of the County Manager, the County General Services Director, and the City/County Purchasing Director that a contract to provide janitorial services at designated Forsyth County facilities for a term of three years beginning July 1, 2020, through June 30, 2023, be awarded to American Facility Services, Inc., at the annual cost not to exceed \$669,600 with the option to extend the contract for up to two additional twelve (12) month periods, provided that both parties are in agreement and funds are available for this purpose;

**NOW, THEREFORE, BE IT RESOLVED**, by the Forsyth County Board of Commissioners that a contract to provide janitorial services for designated County facilities for a

term of three years beginning July 1, 2020 through June 30, 2023, is hereby awarded to American Facility Services, Inc., at an annual cost not to exceed \$669,600, and that all other proposals are hereby rejected;

**BE IT FURTHER RESOLVED**, that the County Manager and Clerk to the Board are hereby authorized to execute a contract, on behalf of Forsyth County, with American Facility Services, Inc., consistent with the provisions stated herein, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney;

**BE IT FURTHER RESOLVED** that Forsyth County hereby authorizes the County Manager to extend the contract for up to two additional 12-month periods, at the same annual cost, provided that both parties agree and funds are available for this purpose, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney; and

**BE IT FURTHER RESOLVED** that the County Manager is hereby authorized to execute, on behalf of Forsyth County, contract amendments with American Facility Services, Inc., for these services within budgeted appropriations if these services are deemed necessary.

Adopted this 7<sup>th</sup> day of May, 2020.