



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: November 19, 2024

**DATE:** October 14, 2024

**TO:** Board of County Commissioners

**FROM:** Aaron Smith, Division Director, Operations,  
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**THROUGH:** Eric Crump, Director,  
Community Services Dept. (775) 328-3625, [ecrump@washoecounty.gov](mailto:ecrump@washoecounty.gov)

**SUBJECT:** Recommendation to award Washoe County Bid No. 3259-24 and approve the Agreement for Services to provide custodial services to library buildings to the lowest, responsive, responsible bidder, [staff recommends Qual-Econ, LLC doing business as Qual-Econ USA, in the amount of \$26,515.00 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective December 1, 2024 through November 30, 2027, with two additional one year renewal options on behalf of Washoe County [estimated annual value \$318,180.00 plus cost for call-back services]. Community Services. (All Commission Districts.) FOR POSSIBLE ACTION.

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### SUMMARY

Washoe County contracts for custodial services at numerous County Library buildings. This item recommends award of Washoe County Bid No. 3259-24 and approval of the Agreement for Services for eight Washoe County Library facilities. Washoe County has seven individual custodial contracts for services of County facilities.

Sealed bids for Library Facility Custodial Services were opened on September 23, 2024. Six complete bids were received from the following vendors: Qual-Econ LLC dba Qual Econ USA, Reno, Nevada, Labeeg Building Services, Reno, Nevada, Modern Maintenance, Lenexa, Kansas, Reno Clean, Reno, Nevada, UBM, Dallas, Texas, , and Alta Vista, Incline Village, Nevada.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability; Long term sustainability.

### PREVIOUS ACTION

On November 12, 2019, the Board of County Commissioners (Board) awarded Invitation to Bid No. 3099-19 to the lowest responsive and responsible bidder, Qual-Econ U.S.A. Inc., in the amount of \$216,050.40 annually for seven library buildings.

AGENDA ITEM # \_\_\_\_\_

**BACKGROUND**

Request for Proposal No. 3259-24 was duly advertised on August 9, 2024, in the Reno Gazette Journal and made available through online services of Demandstar.com. Six sealed bids were received and opened in the Washoe County Purchasing Office on September 23, 2024 at 9:00a.m.:

<b>Bidder</b>	<b>Address</b>	<b>Estimated Annual Cost</b>
Qual-Econ, LLC dba Qual-Econ USA	1015 Telegraph St. Suite C, Reno, NV 89502	\$318,180.00
Modern Maintenance	14400 W. 96 <sup>th</sup> Terrace, Lenexa, Kansas 66215	\$359,634.00
UBM	11102 Ables Lane, Dallas Texas 75229	\$374,810.00
Labeeg Building Services	225 Keystone Avenue, Reno, NV 89503	\$424,203.00
Reno Clean	190 Woodland Avenue, Reno, Nevada 89523	\$554,376.00
Alta Vista (Incline Village only)	985 Tyner Way, Incline Village, Nevada 89451	\$32,256.00

Submitted proposals were evaluated based on five evaluation factors:

- Cost
- Experience
- Availability and Capacity
- References and Reviews
- Sustainability Plans

As a result of a comprehensive, fair and impartial evaluation of the bids received in response to Request for Proposal No. 3259-24 it is recommended to award an agreement to the responsive, responsible, lowest bidder, Qual-Econ LLC dba Qual Econ USA.

**FISCAL IMPACT**

There is sufficient budget authority in FY25 for the Agreement for Services to provide custodial services to library buildings in Central Services Contract (105306) in Custodial Contracts (710202). FY25 total cost for the service is \$283,445 which accounts for the prior contracted amount and updated contracted amount. Budget authority will be requested for subsequent fiscal years.

**RECOMMENDATION**

It is recommended the Board of County Commissioners award Washoe County Bid No. 3259-24 and approve the Agreement for Services to provide custodial services to library buildings to the lowest, responsive, responsible bidder, [staff recommends Qual-Econ , LLC doing business as Qual-Econ USA, in the amount of \$26,515.00 per month; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective December 1, 2024 through November 30, 2027, with two additional one year

renewal options on behalf of Washoe County [estimated annual value \$318,180.00 plus cost for call-back services].

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be, "Move to award Washoe County Bid No. 3259-24 and approve the Agreement for Services to provide custodial services to low security buildings to the lowest, responsive, responsible bidder, [staff recommends Qual-Econ, LLC doing business as Qual-Econ USA, in the amount of \$26,515.00 per month; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective December 1, 2024 through November 30, 2027, with two additional one year renewal options on behalf of Washoe County [estimated annual value \$318,180.00 plus cost for call-back services]."