



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: February 20, 2024

DATE: January 17, 2024

TO: Board of County Commissioners

FROM: Eric Crump, Division Director, Operations, Community Services Dept., (775) 328-2182, ecrump@washoecounty.gov

THROUGH: David Solaro, Assistant County Manager (775) 328-3624, dsolaro@washoecounty.gov

SUBJECT: Recommendation to award Washoe County Bid No. 3231-24 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., in the amount not to exceed \$27,625.00 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective March 1, 2024 through February 28, 2027, with two additional one year renewal options on behalf of Washoe County [estimated annual value \$331,500.00 plus cost for call-back services]. (All Commission Districts.)

SUMMARY

Washoe County contracts for custodial services at numerous County buildings that have been defined as low security. This item recommends award of Washoe County Bid No. 3231-24 and approval of the Agreement for custodial services for low security buildings at 18 Washoe County facilities.

Sealed bids for Custodial Services for Low Security Buildings were opened on October 19, 2023. Two complete bids were received from Qual-Econ LLC., Reno, Nevada and Labeeg Building Services, Reno, Nevada.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability

PREVIOUS ACTION

On January 15, 2019, the Board of County Commissioners (Board) awarded Invitation to Bid No. 3072-19 to the lowest responsive and responsible bidder, Qual-Econ U.S.A. Inc., in the amount of \$162,140.04 annually for 13 low security buildings.

On December 31, 2017, a one year Amendment was signed by the Washoe County Purchasing and Contracts Manager extending the agreement for Janitorial Services for Washoe County low security buildings.

AGENDA ITEM # _____

BACKGROUND

Request for Proposal No. 3231-24 was duly advertised on September 1, 2023, in the Reno Gazette Journal and made available through online services of Demandstar.com. Two sealed bids were received and opened in the Washoe County Purchasing Office on October 19, 2023, at 3:00 p.m.:

Bidder	Address	Estimated Annual Cost
Qual-Econ, LLC	1015 Telegraph St. Suite C, Reno, NV 89502	\$331,500.00
Labeeg Building Services	225 Keystone Avenue, Reno, NV 89503	\$385,260.00

Submitted proposals were evaluated based on four evaluation factors:

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

As a result of a comprehensive, fair and impartial evaluation of the bids received in response to Request for Proposal No. 3231-24 it is recommended to award an agreement to the responsive, responsible, lowest bidder, Qual-Econ LLC.

FISCAL IMPACT

There is sufficient budget authority in FY24 for the Agreement for Services to provide custodial services to low security buildings in Central Service Contracts (105306), Drug/Alcohol Testing (154100), Regional Public Safety Training (209000), Animal Services Administration (500000), Sewer Operations (664900), and Labor-Finance/Administration (669300) in Custodial Contracts (710202).

Budget authority will be requested for subsequent fiscal years.

RECOMMENDATION

It is recommended the Board of County Commissioners award Washoe County Bid No. 3231-24 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., in the amount not to exceed \$27,625.00 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective March 1, 2024 through February 28, 2027, with two additional one year renewal options on behalf of Washoe County [estimated annual value \$331,500.00 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. 3231-24 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., in the amount not to exceed \$27,625.00 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective March 1, 2024 through February 28, 2027, with two additional one year renewal options on behalf of Washoe County [estimated annual value \$331,500.00 plus cost for call-back services].”