



WASHOE COUNTY

Integrity Communication Service

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HR N/A

Comptroller _____

STAFF REPORT

BOARD MEETING DATE: September 11, 2018

DATE: August 7, 2018

TO: Board of County Commissioners

FROM: Eric Crump, Division Director, Operations
Community Services Department, 328-2182, ecrump@washoecounty.us

THROUGH: Dave Solaro, Assistant County Manager
County Manager's Office, 328-3624, dsolaro@washoecounty.us
Pamela Mann, CTCM, CTPM Purchasing and Contracts Manager
Comptroller Department, 328-2281, pmann@washoecounty.us

SUBJECT: Recommendation to award Washoe County Bid #3058-18 and approve the Janitorial Services Agreement for high security buildings to the lowest responsible and responsive bidder, [staff recommends Qual-Econ U.S.A. Inc., in the amount of \$59,870 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective December 1, 2018, with two additional one year renewal options on behalf of Washoe County [estimated annual value \$718,440 plus cost for call-back and Porter services]. (All Commission Districts.)

SUMMARY

Washoe County contracts for Janitorial Services at numerous County buildings that have been defined as high security. This item recommends award of Washoe County Bid No. 3058-18 and approval of the Agreement for Janitorial Services for High Security Buildings for 15 Washoe County facilities.

Sealed bids for Janitorial Services for High Security Buildings were opened on July 26, 2018. Two complete bids were received from Qual-Econ U.S.A. Inc., Reno, Nevada, and WOW Cleaning Corporation, Reno Nevada.

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

PREVIOUS ACTION

On October 13, 2015, the Board of County Commissioners (Board) awarded Invitation to Bid #2947-16 to the lowest responsive and responsible bidder, Qual-Econ U.S.A. Inc., in the amount of \$58,067 per month for 16 high security buildings.

AGENDA ITEM # _____

On September 11, 2012 the Board awarded Bid No. 2826-13, Janitorial Services for the Washoe County High Security Buildings to Qual-Econ U.S.A., Inc., in the amount of \$50,749 per month for 16 high security buildings.

On September 22, 2009 the Board awarded Bid No. 2675-09, for Janitorial Services for Washoe County High Security Buildings to Qual-Econ U.S.A., Inc., in the amount of \$54,008 per month for 17 high security buildings.

BACKGROUND

Invitation to bid # 3058-18 was duly advertised on July 1, 2018 in the Reno Gazette Journal and made available thru online services of Demandstar.com. Two sealed bids were received and opened in the Washoe County Purchasing Office on July 26, 2018 at 9:00 a.m.:

Bidder	Address	Estimated Annual Cost
Qual-Econ U.S.A. Inc.	1015 Telegraph St. Suite C, Reno NV 89502	\$718,440.00
WOW Cleaning Corporation	2720 Wrondel Way Suite A, Reno, NV 89502	\$897,076.80

As a result of a comprehensive, fair and impartial evaluation of the bids received in response to Invitation to bid 3058-18 it is recommended to award an agreement to the lowest responsive bidder, Qual-Econ U.S.A. Inc.

FISCAL IMPACT

There is sufficient budget authority in FY19 for the Agreement for Janitorial Services for High Security Buildings within CSD Facilities Management (C105306), Mills Lane Justice Center (IN20383) and Regional Emergency Operations Center (IN20384) in account 710202 – Custodial Contracts.

RECOMMENDATION

It is recommended the Board of County Commissioners award Washoe County Bid #3058-18 and approve the Janitorial Services Agreement for high security buildings to the lowest responsible and responsive bidder, [staff recommends Qual-Econ U.S.A. Inc., in the amount of \$59,870 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective December 1, 2018, with two additional one year renewal options on behalf of Washoe County [estimated annual value \$718,440 plus cost for call-back and Porter services].

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be, "Move to award Washoe County Bid #3058-18 and approve the Janitorial Services Agreement for high security buildings to the lowest responsible and responsive bidder, [staff recommends Qual-Econ U.S.A. Inc., in the amount of \$59,870 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective December 1, 2018, with two additional one year renewal options on behalf of Washoe County [estimated annual value \$718,440 plus cost for call-back and Porter services]."