



WASHOE COUNTY

Integrity Communication Service

www.washoecounty.us

STAFF REPORT

BOARD MEETING DATE: January 15, 2019

DATE: December 26, 2019

TO: Board of County Commissioners

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

THROUGH: Dave Solaro, Arch., P.E., Assistant County Manager
Community Services Department, 328-3600, 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 No. 3072-19 and approve the Janitorial Services Agreement for various buildings to the lowest responsible and responsive bidder, [staff recommends Qual-ECON U.S.A., in the amount of \$13,511.67 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective February 1, 2019, with two additional one year renewal options on behalf of Washoe County [estimated annual value \$162,140.04, plus cost for call-back]. (All Commission Districts.)

SUMMARY

Washoe County contracts for Janitorial Services at various County buildings. This item recommends award of Washoe County Bid No. 3072-19 and approval of the Agreement for Janitorial Services for Various Buildings for 13 Washoe County facilities: Cold Springs Community Center, North Valley Community Center, Regional Public Safety Training Center & Armory, Longley Lane Complexes, Regional Animal Services Center, Kids Kottage II Gym, Sparks Senior Center, Reno Senior Center, Health Department Chest (TB) Clinic, Rancho San Rafael Visitors Center, Rancho San Rafael Maintenance Shop, Vector Control, Washoe County Utilities Office Trailer.

Sealed bids for Janitorial Services for Various Buildings were opened on December 20, 2018. Three complete bids were received from Qual-ECON U.S.A., Reno, Nevada, WOW Cleaning Corp., Reno, Nevada and Sierra Steamer, Sparks Nevada.

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

PREVIOUS ACTION

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

AGENDA ITEM # _____

On December 31, 2014, Washoe County Purchasing and Contracts Manager awarded an informal bid to the lowest responsive and responsible bidder, Qual-Econ U.S.A. Inc., in the amount of \$6,566.40 per month for seven various low security buildings.

BACKGROUND

Staff recommends awarding to a single vendor for the purpose of having one contract to reduce the number of different bids and contracts that are awarded and administered by Purchasing and the Facility Management Divisions of the Community Services Department.

Invitation to Bid No. 3072-19 was duly advertised on November 26, 2018 in the Reno Gazette Journal and made available through online services of Demandstar.com. Three sealed bids were received and opened in the Washoe County Purchasing Office on December 20, 2018 at 9:00 a.m.:

| Bidder | Address | Estimated Annual Cost |
|-----------------------|---|------------------------------|
| Sierra Steamer | 1344 Disc Drive #300 Sparks, Nevada | \$329,580 |
| WOW Cleaning Corp. | 2720 Wrondel Way Suite A Reno, Nevada | \$207,960 |
| Qual-Econ U.S.A. Inc. | 1015 Telegraph St. Suite C, Reno, Nevada | \$162,140 |

| Site | Sq. Feet (Cleaning Areas) | Monthly Cost |
|---|----------------------------------|---------------------|
| Cold Springs Community Center | 1,000 | \$726.67 |
| North Valley Community Center | 1,950 | \$650 |
| Regional Public Safety Training Center & Armory | 2,000 | \$2,100 |
| Longley Lane Complexes | 3,770 | \$1,875 |
| Regional Animal Services | 8,000 | \$2,100 |
| Kids Kottage II Gym | 10,604 | \$685 |
| Sparks Senior Center | 1,900 | \$775 |
| Reno Senior Center | 8,000 | \$2,225 |
| Health Department (TB)Chest Clinic | 1,000 | \$550 |
| Rancho San Rafael Visitors Center | 500 | \$550 |
| Rancho San Rafael Maintenance Shop | 700 | \$550 |
| Vector Control | 700 | \$375 |
| Washoe County Utilities Office Trailer | 350 | \$350 |

As a result of a comprehensive, fair and impartial evaluation of the bids received in response to Invitation to Bid No. 3072-19 it is recommended to award an agreement to the lowest responsive bidder, Qual-ECON U.S.A.

FISCAL IMPACT

There is sufficient budget authority in FY19 for the Agreement for Janitorial Services for Various Buildings within CSD Facilities Management (C105306), Regional Animal Services (C500000) in account 710202 – Custodial Contracts and Utilities (C669300) in account 710200 – Service Contracts. A budget adjustment will be completed to move budget authority within Utilities Fund (566).

RECOMMENDATION

It is recommended the Board of County Commissioners award Washoe County Bid No. 3072-19 and approve the Janitorial Services Agreement for Various Buildings to the lowest responsible and responsive bidder, [staff recommends Qual-ECON U.S.A. in the amount of \$13,511.67 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective February 1, 2019, with two additional one year renewal options on behalf of Washoe County [estimated annual value \$162,140.04 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. 3072-19 and approve the Janitorial Services Agreement for Various Buildings to the lowest responsible and responsive bidder, [staff recommends Qual-ECON U.S.A., in the amount of \$13,511.67 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective February 1, 2019, with two additional one year renewal options on behalf of Washoe County [estimated annual value \$162,140.04 plus cost for call-back services]."