



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: November 12, 2019

**DATE:** October 15, 2019

**TO:** Board of County Commissioners

**FROM:** Apryl Ramage, Facilities and Contract Services Supervisor  
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**THROUGH:** Eric Crump, Division Director, Operations  
Community Services Department, 328-3625, [ecrump@washoecounty.us](mailto:ecrump@washoecounty.us)  
Mark Stewart, Purchasing and Contracts Manager  
Comptroller Department, 328-2281, [mstewart@washoecounty.us](mailto:mstewart@washoecounty.us)

**SUBJECT:** Recommendation to award Washoe County Bid No. 3099-19 and approve the Agreement for Janitorial Services for Washoe County Libraries to the lowest responsible and responsive bidder, [staff recommends Qual-ECON U.S.A., in the amount of \$18,004.20 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective December 1, 2019, with two additional one year renewal options at the discretion of Washoe County [an annual amount not to exceed \$216,050.40, plus call back services]. (All Commission Districts.)

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### **SUMMARY**

Washoe County contracts for janitorial services at County library buildings. This item recommends award of Washoe County Bid No. 3099-19 and approval of the Agreement for Janitorial Services for Washoe County Libraries for seven Washoe County facilities: Spanish Springs Library, North Valley's Library, Northwest Library, Sierra View Library, South Valleys Library, Sparks Library, and Reno Library.

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

### **PREVIOUS ACTION**

On December 13, 2016, the Board of County Commissioners (Board) awarded Washoe County Bid No. 2995-17 and approved the Janitorial Services Agreement for seven County Libraries to the lowest responsible and responsive bidder, Qual-ECON U.S.A., in the amount of \$14,168 per month; and authorized the Purchasing and Contracts Manager to execute a two year agreement effective December 1, 2016 with an additional one year renewal option on behalf of Washoe County [estimated annual value \$170,016, plus cost for call-back].

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

On November 21, 2018, Washoe County Purchasing and Contracts Manager signed a one year renewal Amendment under the original agreement for term of December 1, 2018 to November 30, 2019.

### **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. 3099-19 was duly advertised on August 7, 2019 in the Reno Gazette Journal and made available through online services of Demandstar.com. One sealed bid was received and opened in the Washoe County Purchasing Office on September 12, 2019.

| <b>Bidder</b>         | <b>Address</b>                              | <b>Estimated Annual Cost</b> |
|-----------------------|---|------------------------------|
| Qual ECON U.S.A. Inc. | 1015 Telegraph Street, Suite C,<br>Reno, NV | \$216,050.40                 |

| <b>Site</b>             | <b># Days per Week</b> | <b>Monthly Cost</b> | <b>Annual Cost</b> |
|-------------------------|------------------------|---------------------|--------------------|
| Spanish Springs Library | 5                      | \$2,248.75          | \$26,985.00        |
| North Valleys Library   | 5                      | \$2,250.00          | \$27,000.00        |
| Northwest Library       | 6                      | \$2,491.25          | \$29,895.00        |
| Sierra View Library     | 5                      | \$2,584.80          | \$31,017.60        |
| South Valleys Library   | 6                      | \$2,250.00          | \$27,000.00        |
| Sparks Library          | 6                      | \$2,654.40          | \$31,852.80        |
| Reno Library            | 6                      | \$3,525.00          | \$42,300.00        |
| Total                   |                        | \$18,004.20         | \$216,050.40       |

As a result of a comprehensive, fair and impartial evaluation of the bids received in response to Invitation to Bid No. 3099-19 it is recommended to award Washoe County Bid No. 3099-19 to the lowest responsive bidder, Qual ECON U.S.A. Inc.

### **FISCAL IMPACT**

Janitorial services are budgeted annually in CSD Facilities Management (C105306) account 710202 – Custodial Contracts. For FY20 there is sufficient budget authority in CSD Facilities Management (C105306), services and supplies. The cost for the Library Buildings contract reflects an increase of \$46,034 annually over the 2016 contract. By way of comparison, the janitorial costs for high security buildings increased by \$59,790 annually, and non-high security buildings by \$14,130 annually in September 2018 and January 2019, respectively. The FY20 base budget was increased for those two Board approved contracts, however since it was not known during the budget process what the potential increase would be for the Libraries group, no base adjustment was made.

CSD Facilities Management will manage the increased cost of this contract within available resources to the extent possible. There are several variables that affect the division's overall annual costs, including the severity of winter in terms of the snow removal budget, on-call emergency janitorial requests, and callouts for landscape repairs, among others. CSD will monitor these factors closely over the remainder of the fiscal year and look for opportunities to make adjustments wherever possible.

### **RECOMMENDATION**

It is recommended the Board of County Commissioners award Washoe County Bid No. 3099-19 and approve the Agreement for Janitorial Services for Washoe County Libraries to the lowest responsible and responsive bidder, [staff recommends Qual ECON U.S.A. Inc., in the amount of \$18,004.20 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective December 1, 2019, with two additional one year renewal options at the discretion of Washoe County [an annual amount not to exceed \$216,050.40, plus 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. 3099-19 and approve the Agreement for Janitorial Services for Washoe County Libraries to the lowest responsible and responsive bidder, [staff recommends Qual ECON U.S.A. Inc., in the amount of \$18,004.20 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement effective December 1, 2019, with two additional one year renewal options at the discretion of Washoe County [an annual amount not to exceed \$216,050.40, plus call back services]."