

**FORSYTH COUNTY**  
**BOARD OF COMMISSIONERS**

**BRIEFING  
DRAFT**

MEETING DATE:   MAY 8, 2017  

AGENDA ITEM NUMBER:   **7**  

**SUBJECT: RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF A CONTRACT FOR JANITORIAL SERVICES FOR DESIGNATED FORSYTH COUNTY FACILITIES (GENERAL SERVICES DEPARTMENT)**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:**

**SUMMARY OF INFORMATION:**

The General Services Department oversees the sanitation and maintenance of County facilities. These services include daily janitorial services to maintain a clean and sanitary environment for Forsyth County employees, residents, and visitors to Forsyth County facilities.

Due to staffing shortages, janitorial services for the Hall of Justice were outsourced approximately three years ago. The contract for these services expires on June 30, 2017. Due to ongoing staffing shortages, additional facilities were included in a Request for Proposals for janitorial services. These additional facilities include the Public Health building, the Department of Social Services building, and the Agricultural building.

Proposals were received April 20, 2017 in response to Forsyth County's Request for Proposals (RFP) to provide janitorial services.

Five firms submitted proposals. The firms were ranked by a selection committee consisting of the General Services Director, General Services Assistant Director, and the General Services Facilities Services Manager.

The selection committee independently reviewed, evaluated, and scored each proposal based on the evaluation criteria advertised in the RFP. Based on the overall independent scores, the committee unanimously ranked the proposals in the following identical descending order with the firm recommended for award listed first:

<b>Firms</b>
American Facility Services, Inc.
The Budd Group
A&B Cleaning
Jani-King of the Triad
Intercontinental Commercial Services*

\* Did not show licensure to provide services in the State of North Carolina

As noted, the lowest scored proposer failed to submit evidence of licensure to provide services in the State of North Carolina, which was a requirement of the RFP. Therefore, the selection committee recommends their proposal be rejected as non-responsive.



**RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF A CONTRACT FOR  
JANITORIAL SERVICES FOR DESIGNATED FORSYTH COUNTY FACILITIES  
(GENERAL SERVICES DEPARTMENT)**

WHEREAS, after due advertisement, proposals were received at 12:00 p.m., Thursday, April 20, 2017, in response to Forsyth County's Request for Proposals (RFP), to provide janitorial services at designated Forsyth County facilities, and the following proposals based on not to exceed annual costs were received:

Intercontinental Commercial Services	\$285,200.00
A&B Cleaning	\$359,415.08
American Facility Services, Inc.	\$374,645.00
The Budd Group	\$521,187.00
JaniKing of the Triad	\$624,000.00

; and

WHEREAS, the County selection committee independently reviewed, evaluated, and scored each proposal based on the evaluation criteria advertised in the RFP; and based on the overall independent scores, the committee unanimously ranked the proposals in the following identical descending order with the firm recommended for award listed first:

<b>Firm</b>
American Facility Services, Inc.
The Budd Group
A&B Cleaning
Jani-King of the Triad
Intercontinental Commercial Services

WHEREAS, one proposer, Intercontinental Commercial Services, failed to submit licensure to provide services in the State of North Carolina, which was a requirement of the RFP, and failed to acknowledge receipt of addendums, therefore, the selection committee recommends their proposal be rejected as non-responsive and not be considered; and

WHEREAS, it is the recommendation of the County Manager, the County General Services Director, and the City/County Purchasing Director that a contract to provide janitorial services at designated Forsyth County facilities for an initial one year term of July 1, 2017 through June 30, 2018, be awarded to American Facility Services, Inc. at the annual cost not to exceed \$374,645 with the option to extend the contract, in one-year increments, for up to two additional twelve (12) month periods, provided that both parties are in agreement and funds are available for this purpose; and

WHEREAS, the County Chief Financial Officer has determined that sufficient funds are available to cover the cost of this contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Forsyth County Board of Commissioners that the proposal of Intercontinental Commercial Services is hereby rejected as non-responsive.

**BE IT FURTHER RESOLVED** by the Forsyth County Board of Commissioners, that a contract to provide janitorial services for the Hall of Justice, Public Health building, Department of Social Services building, and the Agricultural building for an initial one year term of July 1, 2017 through June 30, 2018, is hereby awarded to American Facility Services, Inc. in the annual not to exceed amount of \$374,645 and that all other proposals are hereby rejected.

**BE IT FURTHER RESOLVED** that the County Manager and Clerk to the Board are hereby authorized to execute a contract, on behalf of Forsyth County, with American Facility Services, Inc., consistent with the provisions stated herein, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

**BE IT FURTHER RESOLVED** that Forsyth County hereby authorizes the County Manager to extend the contract, in one-year increments, for up to two additional 12 month periods, provided that both parties are in agreement and funds are available for this purpose, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

Adopted this 8<sup>th</sup> day of May, 2017.