

INFORMATION ATTACHMENT

JANITORIAL SERVICES

BACKGROUND

The current contract for Janitorial Services expires on January 31, 2020 and GRTC must now obtain services for continuous janitorial cleaning services. As a result, staff issued a Request for Proposals for Janitorial Services on November 21, 2019.

HIGHLIGHTS

- Proposals were distributed to 10,550 qualified companies. Fourteen companies attended the optional pre-proposal conference and staff received thirteen proposals.
- The evaluation committee rated each proposal in four areas and unanimously selected one company, Original Building Services, Inc (OBS), whose proposal was superior to the others.
- The contractor is required to provide all equipment, materials, tools, supplies and chemicals. These include, but are not limited to, items such as scrubbing machines, floor buffers, vacuum cleaners, mops, brooms, rags, cleaning agents, trashcan liners, paper products, and hand soaps.
- Because GRTC's operations and maintenance facility will be LEED certified, all cleaning agents and paper products must be Green Seal certified or recognized by the U.S. EPAs Design for the Environment Program, when possible.
- The agreement will be structured as a one-year contract with four one-year options to renew at rates already established through negotiations to include janitorial service, supplies and Day Porter. The price for janitorial services will remain at a firm fixed price of \$91,398 for the base term and each renewal term. Additionally, a fee proposal was submitted for the following optional services:

Routine, Non-Emergency Response Time	\$12.00/hr
Emergency Response Time	\$12.00/hr
Stripping and Waxing of Office Floor or Area Space	\$0.08/sq ft.
Shampoo of Office or Area Carpet	\$0.12/sq ft
Cleaning Prior and After Special Office Events or Activities	\$12.00/hr

- Staff's independent cost estimate for this project was \$529,554 over a five-year period.
- OBS is certified by the Virginia Department of Small Business and Supplier Diversity as a SWaM business enterprise.
- This contract will be funded completely from the operating budget.

Recommendation

That the Board of Directors authorizes the CEO to enter a one-year contract with OBS for a total cost of \$91,398 for the provision of janitorial services.


Eldridge F. Colés, Secretary
GRTC Board of Directors

January 21, 2020
Date

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