



**Date:** December 8, 2015

**To:** Thomas J. Bonfield, City Manager

**Through:** W. Bowman "Bo" Ferguson, Deputy City Manager

**From:** Rhonda B. Parker, Director, Parks and Recreation

**Subject:** Janitorial Services Contract for the Durham Armory

### **Executive Summary**

The department issued an RFP for Janitorial Services at the Durham Armory in early October. Five proposals were received by the October 30, 2015 deadline. All five were found to be complete; the proposals were rated and also found to be compliant with EOE requirements.

Staff recommends A & B Cleaning to be awarded the service contract. The contract is for three years at a cost of no more than \$30,000 per year, totaling \$90,000. This amount is based upon the average of 175 rentals at Durham Armory per year.

### **Recommendation**

The Administration recommends that City Council authorize the City Manager to execute a three year contract with A & B Cleaning Services, Inc. for the cleaning of the Durham Armory at an approximate annual cost of \$30,000 per year.

### **Background**

The Durham Armory is located at 212 Foster Street on the corner of Foster and Morgan streets it is available for rentals for community or private event, whether it is a fundraiser, concert, wedding reception, seminar or family reunion. With a capacity of 585 in the auditorium/ballroom and an additional 314 in the balcony, the Durham Armory offers a large indoor space with lots of flexibility. The amenities include a large commercial kitchen, heating and air conditioning, coatroom, snack bar, tables, chairs, video and sound system and ample parking surrounding the facility. The Durham Armory has undergone significant renovation over the past two years.

The contractor shall perform the required services in all areas and shall be qualified to furnish a complete and efficient custodial service, including all labor, supervision, cleaning materials, equipment and consumables including but not limited to hand soap, toilet tissue, paper towels, trash can liners. The successful bidder(s) shall be prepared to perform each task as stated according to the work schedule, scope of work and special conditions without prodding or reminders by the Project Manager.

All contractor(s) personnel including supervisors and management staff that will be performing under this contract shall be subject to a background investigation to be performed by the Durham Parks and Recreation Department. No personnel shall be allowed to clean prior to this investigation. A list of all custodial personnel that will be working in each facility must be

submitted in five (5) days upon notification of contract award. There will be random employee checks to ensure that all contractor(s) personnel have been cleared to work in the facility.

### **Issues/Analysis**

DPR issued a Request for Proposals in October for janitorial services at the Durham Armory. The RFP was posted on the City of Durham website. Five complete proposals were received by the deadline. The Contractor was the highest rated bid based on price and qualifications. The selected proposal meets the City of Durham's Minimum Livable Wage requirement.

### **Alternatives**

The Council could choose to not approve the contract. DPR Maintenance Division does not have the custodial force to provide this additional service. Rentals at the Durham Armory would be cancelled.

### **Financial Impact**

The annual cost of the three year contract is \$30,000. The funds are available within the General Fund appropriation to the department. DPR does not charge customers a separate cleaning fee for rentals of the Durham Armory. All costs associated with this contract are recovered within the Minimum Six Hour Rental Fee of \$300.

### **DBE Summary**

The Department of Equal Opportunity/Equity Assurance has reviewed DPR's advertising and all complete proposals received and determined that all five were in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

Attachments: Contract for Janitorial Services at the Durham Armory