

MEMORANDUM

DATE: November 12, 2003
TO: The Board of Supervisors
FROM: Stephanie Ahrendt, Purchasing Director
SUBJECT: Award of Contract - Custodial Services, Government Complex, Building F

A Request for Proposal (RFP) was solicited from qualified and experienced firms to provide custodial services for the new Building F in the James City County Government Complex. The contractor shall provide their own equipment and cleaning supplies.

Nine firms responded to this RFP describing their interest, qualifications, project approach, proposed price schedule, and experience in performing similar work. Three firms were interviewed. A panel of staff members from Facilities Management, Purchasing, and County Administration selected Red Coats, Inc., as the most qualified firm. After selection, a price of \$25,043.76 (\$2,086.98 monthly) was negotiated to provide the complete scope of services as described in the RFP for the initial one-year term. The contract has four additional one year renewal periods available to the County. Staff requests Board approval for this award because the total dollar value of this contract, including renewals, will likely exceed \$100,000. The Purchasing Policy requires Board approval of all contracts over \$100,000.

The Operating Budget contains funds for these services.

Staff recommends that the Board approve the attached resolution awarding a contract to Red Coats, Inc., in the amount of \$25,043.76.

Stephanie Ahrendt

CONCUR:

John E. McDonald

SA/adw
custbuildf.mem

Attachment