

To: Steve Rapson
Through: Ted L. Burgess *TJ*
From: Sherry White *SW*
Date: May 4 2022
Subject: Contract #2055-A: Office Cleaning Services
Re-Award McIntosh restroom to Myricks Cleaning Services

Buildings & Grounds Maintenance has an annual agreement for cleaning services of County offices. The current agreement has exhausted its renewal options.

The Purchasing Department issued Request for Quotes #2055-A to secure a contractor to provide office cleaning services. Three companies were awarded contracts for 14 locations on May 3, 2022. The lowest responsive bidder for McIntosh restroom location, Full Circle Professional Cleaning has withdrawn their quote.

The Purchasing Department reached out to the second lowest responder to award the McIntosh restroom location; the award was refused. The third lowest bidder was a tie between Myricks Cleaning Services and Southeaster Solutions. Myricks is the current cleaner of the location, and this will minimize the number of contracts.


This change order requests approval to re-award the McIntosh restroom location to the third lowest bidder Myricks Cleaning Services.

Specifics of the proposed contract are as follows:

Contract Name	#2055-A: Office Cleaning Services
Type of Contract	Annual Service Contract
Contractors	
	\$22,884.96 Direct Cleaning Services
	<u>\$ 3,145.38</u> Myricks Cleaning Services
New Contract Amount	\$26,030.34
Budget:	
Organization Code:	Multiple Departments, listed below
Object Code:	522112 Janitorial Services
Budget Request:	\$30,512.08

**#2055-A Office Cleaning Services
Budget by Department**

LOCATION	Org	Object	Annual Contract Cost	FY23 Budget Requested
Direct Cleaning Services				
EMERGENCY OPERATION CENTER (EOC)	10030930	522112	\$1,323.00	\$1,620.00
911 COMMUNICATIONS CENTER	21530800	522112	\$1,359.96	\$1,726.56
LIBRARY	10060500	522112	\$13,260.60	\$15,804.96
PUBLIC DEFENDERS OFFICE	10010565	522112	\$1,200.60	\$1,481.76
WATER SYSTEM – ADMINISTRATIVE OFFICE	50541010	522112	\$3,400.20	\$3,688.80
KIWANIS PARK RECREATION CENTER	10060110	522112	\$2,340.60	\$2,520.00
Direct Cleaning Services Annual Total			\$22,884.96	\$26,842.08
Myricks Cleaning Services				
McINTOSH RESTROOM	50541017	522112	\$1,008.00	\$1,150.00
KIWANIS PARK ACTIVITIES HOUSE	10060110	522112	\$2,137.38	\$2,520.00
Myricks Cleaning Services Annual Total			\$3,145.38	\$3,670.00
Total Annual Contract			\$26,030.34	\$30,512.08

Approved by*:  Date: 5/5/22

*Note: Approval is conditional upon funds being budgeted and approved in the Fiscal Year 2023 budget.

Placed on Administrator's Report? Yes No

Placed on Agenda Dated: _____

#2055-A Office Cleaning Services
Tally Sheet

Tuesday, April 18, 2022

		Atlanta Green Cleaners		Harper Security		J&D Extreme Clean LLC		Intercontinental		Handy Bear Janitorial		High-End Quality		All Bright Janitorial Service	
LOCATION	EST. SQ. FT.	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually
#1) EMERGENCY OPERATION CENTER (EOC)	5,400	\$2,808.00	\$33,696.00	\$1,200.00	\$14,400.00	\$360.00	\$4,320.00	\$1,080.00	\$12,960.00	\$648.00	\$7,776.00	\$378.00	\$4,536.00	\$324.00	\$3,888.00
#2) 911 COMMUNICATIONS CENTER	4,360	\$4,534.40	\$54,412.80	\$3,600.00	\$43,200.00	\$1,080.00	\$12,960.00	\$872.00	\$10,464.00	\$1,046.40	\$12,556.80	\$436.00	\$5,232.00	\$479.60	\$5,755.20
#3) LIBRARY	32,927	\$25,683.06	\$308,196.72	\$10,750.00	\$129,000.00	\$3,240.00	\$38,880.00	\$1,975.58	\$23,707.00	\$2,634.16	\$31,609.92	\$3,292.70	\$39,512.40	\$2,634.16	\$31,609.92
#4) PUBLIC DEFENDERS OFFICE	3,087	\$3,210.48	\$38,525.76	\$1,200.00	\$14,400.00	\$720.00	\$8,640.00	\$617.40	\$7,408.80	\$493.92	\$5,927.04	\$308.70	\$3,704.40	\$185.22	\$2,222.64
#5) WATER SYSTEM – ADMINISTRATIVE OFFICE	10,600	\$11,483.33	\$137,800.00	\$9,000.00	\$108,000.00	\$1,350.00	\$16,200.00	\$848.00	\$10,176.00	\$1,272.00	\$15,264.00	\$1,166.00	\$13,992.00	\$1,060.00	\$12,720.00
#6) McINTOSH RESTROOM	280	\$849.33	\$10,192.00	\$200.00	\$2,400.00	\$120.00	\$1,440.00	\$420.00	\$5,040.00	\$112.00	\$1,344.00	\$98.00	\$1,176.00	\$140.00	\$1,680.00
#7) KIWANIS PARK RECREATION CENTER	6000	\$5,200.00	\$62,400.00	\$2,400.00	\$28,800.00	\$1,440.00	\$17,280.00	\$1,200.00	\$14,400.00	\$960.00	\$11,520.00	\$780.00	\$9,360.00	\$420.00	\$5,040.00
#8) KIWANIS PARK ACTIVITIES HOUSE	5089	\$4,410.47	\$52,925.60	\$3,200.00	\$38,400.00	\$1,440.00	\$17,280.00	\$1,018.00	\$12,216.00	\$814.24	\$9,770.88	\$1,272.25	\$15,267.00	\$356.23	\$4,274.76
TOTAL ANNUAL AMOUNT			\$698,148.88		\$378,600.00		\$117,000.00		\$96,371.80		\$95,768.64		\$92,779.80		\$67,190.52

		TOP Diamond Cleaning		Southeastern Solutions		Myricks Cleaning Services		Full Circle Professional		Direct Cleaning Services		Building Maintenance		Mathew Cleaning Services	
LOCATION	EST. SQ. FT.	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually
#1) EMERGENCY OPERATION CENTER (EOC)	5,400	\$272.00	\$3,264.00	\$270.00	\$3,240.00	\$152.60	\$1,831.20	\$150.80	\$1,809.60	\$110.25	\$1,323.00	\$351.00	\$4,212.00	\$525.00	\$6,300.00
#2) 911 COMMUNICATIONS CENTER	4,360	\$320.00	\$3,840.00	\$305.20	\$3,662.40	\$148.50	\$1,782.00	\$162.86	\$1,954.37	\$113.33	\$1,359.96	\$283.33	\$3,400.00	\$900.00	\$10,800.00
#3) LIBRARY	32,927	\$2,300.00	\$27,600.00	\$1,646.35	\$19,756.20	\$1,646.35	\$19,756.20	\$1,628.64	\$19,543.68	\$1,105.05	\$13,260.60	\$1,810.92	\$21,731.00	-	-
#4) PUBLIC DEFENDERS OFFICE	3,087	\$290.00	\$3,480.00	\$154.35	\$1,852.20	\$154.35	\$1,852.20	\$132.70	\$1,592.45	\$100.05	\$1,200.60	\$200.66	\$2,407.92	-	-
#5) WATER SYSTEM – ADMINISTRATIVE OFFICE	10,600	\$485.00	\$5,820.00	\$742.00	\$8,904.00	\$371.00	\$4,452.00	\$361.92	\$4,343.04	\$283.35	\$3,400.20	\$742.00	\$8,904.00	\$1,700.00	\$20,400.00
#6) McINTOSH RESTROOM	280	\$225.00	\$2,700.00	\$84.00	\$1,008.00	\$84.00	\$1,008.00	\$14.00	\$168.00	\$75.00	\$900.00	-	-	-	-
#7) KIWANIS PARK RECREATION CENTER	6000	\$350.00	\$4,200.00	\$300.00	\$3,600.00	\$210.00	\$2,520.00	\$241.28	\$2,895.36	\$195.05	\$2,340.60	\$420.00	\$5,040.00	-	-
#8) KIWANIS PARK ACTIVITIES HOUSE	5089	\$325.00	\$3,900.00	\$254.45	\$3,053.40	\$178.12	\$2,137.38	\$241.28	\$2,895.36	\$200.05	\$2,400.60	\$356.23	\$4,274.76	-	-
TOTAL ANNUAL AMOUNT			\$54,804.00		\$45,076.20		\$35,338.98		\$35,201.86		\$26,185.56		\$49,969.68		\$37,500.00

*indicates calculation corrections