



Agenda Report Form

Open Session Item

**SUBJECT:** Rescind Bid Award (PUR-1380) – Janitorial Services for Washington County Office Buildings

**PRESENTATION DATE:** June 12, 2018

**PRESENTATION BY:** Brandi Naugle, Buyer - Purchasing Department and John Pennesi – Deputy Director, Parks and Facilities.

**RECOMMENDED MOTION:** To relieve P2 Cleaning Services of Laurel, MD from the bid without prejudice and award to the next lowest responsive, responsible bidders Beck & Call of Laurel, MD for the lump sum bid of \$249,206.15.

**REPORT-IN-BRIEF:** The County accepted bids for the Janitorial Services on March 14, 2018. The bid was advertised on the State of Maryland’s “*eMaryland Marketplace*” website and the County’s web site, and in the local newspaper. Twenty-Five (25) persons/companies registered and downloaded the bid document on-line and Nine (9) bids were received. The contract term is for one (1) year with an option by the County to renew for up to four (4) additional consecutive one (1) year periods tentatively commencing July 1, 2018. The County reserves the right to accept or reject any request for renewal by the Bidder and any increase in monthly costs for each specified building. P2 Cleaning is requesting to have its bid rescinded without prejudice due to a mistake in its calculation of hours to clean the Administration Building.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted for these services within the following FY’19 accounts.

- County Administration Building – 515270-10-10910 - \$42,928.96
- County Administration Building No. 2 – 515270-10-10915 - \$24,079.08
- County Court House and Annex – 515270-10-10930 - \$61,140.88
- County Extension Services Office Building – 515270-10-23050 - \$15,529.92
- County Office Building – 515270-10-10940 - \$47,783.76
- Emergency Services – 515270-10-11440 - \$18,120.0

**CONCURRENCES:** Jim Sterling, Director of Public Works

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Matrix Tabulation.

**AUDIO/VISUAL NEEDS: N/A**