

COUNTY COUNCIL OF BEAUFORT COUNTY  
ADMINISTRATION BUILDING  
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX  
100 RIBAUT ROAD  
POST OFFICE DRAWER 1228  
BEAUFORT, SOUTH CAROLINA 29901-1228

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DEPUTY COUNTY ADMINISTRATOR  
SPECIAL COUNSEL

THOMAS J. KEAVENY, II  
COUNTY ATTORNEY

ASHLEY M. BENNETT  
CLERK TO COUNCIL

AGENDA  
COMMUNITY SERVICES COMMITTEE

Monday, November 28, 2016

4:30 p.m.

Executive Conference Room, Administration Building  
Beaufort County Government Robert Smalls Complex  
100 Ribaut Road, Beaufort

Committee Members:

William McBride, Chairman  
Gerald Dawson, Vice Chairman  
Rick Caporale  
Steve Fobes  
Alice Howard  
Roberts "Tabor" Vaux

Staff Support:

Monica Spells, Assistant County Administrator  
Civic Engagement and Outreach

1. CALL TO ORDER – 4:30 P.M.
2. CONSIDERATION OF CONTRACT AWARDS
  - A. DSN /PALS Contract Renewal For Janitorial Services ([backup](#))
3. ADJOURNMENT

2016 Strategic Plan Committee Assignments  
Connectivity in Rural Areas / Wi-Fi Expansion  
Smoke Free Campus  
Residential Homes (2) (South)





COUNTY COUNCIL OF BEAUFORT COUNTY

PURCHASING DEPARTMENT

106 Industrial Village Road, Bldg. 2, Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

David L Thomas, Purchasing Director

dthomas@bcgov.net 843.255.2353

**TO:** Councilman William McBride. Chairman. Community Services Committee

**FROM:** David L Thomas. CPPO. Purchasing Director

**SUBJ:** Contract Renewal  
DSN/PALS Contract Renewal for Janitorial Services for All PALS Locations/Centers

**DATE:** 10/27/2016

**BACKGROUND:**

Beaufort County's Purchasing Department received a request to renew the DSN janitorial contract for all of the PALS locations. The services provided will include general cleaning. The sites will include 13 centers. The contract term is for one year beginning July 1, 2016, through June 30, 2017, with the option of four (4) renewals for a one-year period each.

**VENDOR INFORMATION:**

DSN  
\*See the attached contract pricing and contract information.

**COST:**

\$94,083\*

**FUNDING:**


10001600 and 10001606-51210, Cleaning Services  
FY 2016 Cost: \$111,539

Funding approved:  By:  Date:

**FOR ACTION:**

**RECOMMENDATION:**

The Community Services Committee approves the contract award to DSN for \$94,083 for Beaufort County's PALS janitorial services as stated in the attached contract.

Attachment:   1021.73 KB

cc: Gary Kubic, County Administrator

Check to override approval:  Overridden by:  Override Date:

Joshua Gruber, Deputy County Administrator/Special Counsel

Check to override approval:  Overridden by:  Override Date:

Alicia Holland, Assistant County Administrator, Finance

Check to override approval:  Overridden by:  Override Date:  ready for admin:

Check to override approval:  Overridden by:  Override Date:  ready for admin:

**After Initial Submission, Use the Save and Close Buttons**



**OFFICE OF THE STAFF ATTORNEY**  
 Post Office Drawer 1228  
 Beaufort, SC 29901  
 (843) 255-2059 (O)  
 (843) 255-9414 (F)

**RECEIVED**

SEP 22 2016

Beaufort County Staff Attorney

**DOCUMENT REVIEW REQUEST FORM**

New

Renewal

**TO BE COMPLETED BY THE REQUESTING DIVISION**

Document Title: Contract - DSN/PALS - FY 2017

Description: Janitorial services performed by DSN at various PALS locations

Specific Concerns About Document: None

Sent to Legal for Review On: 9/22/2016 (Insert Date) Need By: 9/28/2016 (Insert Date)

Requesting Division /Department: Purchasing

Contact Information: Dave Thomas, Director Number: 52304  
(Name and Title)

Email Address: dthomasc@bcgov.net

**LEGAL DEPARTMENT USE ONLY**

Legal Office Received On: 9/22/16 (Insert Date) Received By: Kathy Carter (Name of Legal Staff Member)

**LEGAL REVIEW FINDINGS**

Reviewed By: Neaven (Signature of Legal Staff) APPROVED:  YES or NO  NO

Additional Comments to Approval or Rejection: None

**DEPUTY COUNTY ADMINISTRATOR APPROVAL**

[Signature]  
 Joshua A. Gruber, Deputy County Administrator

9-26-16  
 (Date)





Beaufort County Disabilities and Special Needs Department  
100 Clear Water Way  
Beaufort, SC 29906  
Telephone: (843) 255-6300 · Fax: (843) 255-9417

### Janitorial Proposal to clean Parks & Leisure Services Buildings Fiscal Year 2017

The cleaning will be done by our Day Program consumers with a staff on site to provide supervision and to assure that the contract deliverables are completed. DSN has a certificate from the Department of Labor to allow us to pay consumers less than minimum wage based on a wage/hour study which pays each consumer based on their ability to perform the functions of the job. Wage/hour studies are conducted every 6 months and the amount paid is calculated based on the going rate for others without disabilities that perform the same function. Any consumers working from our supported employment program are paid minimum wage.

#### Our Principal Strengths

- We are part of Beaufort County Government and have an ongoing relationship with PALS.
- We are familiar with the buildings.
- Consumers receive many benefits from worthwhile employment including increased self-esteem, community involvement and wages to help purchase needed items.
- One of the main goals of DSN is to help consumers reach their full potential and this includes employment opportunities in our community.

#### Contact Person

Bill Love, DSN Executive Director  
100 Clear Water Way  
Beaufort, SC 29906  
[wlove@bcgov.net](mailto:wlove@bcgov.net)  
843-255-6290

Terry Geitner, DSN Day Program Director  
100 Clear Water Way  
Beaufort, SC 29906  
[tgeitner@bcgov.net](mailto:tgeitner@bcgov.net)  
843-255-6296

*Our Mission is to provide quality services and support to our consumers and to facilitate opportunities for them to live productively and inclusively in the community.*

## Implementation Plan

We will have the needed number of consumers at each site and there will always be a DSN Training Specialist with the consumers. We will provide transportation to and from the site. We will complete all duties including the following:

- Empty all trash containers and replace liners
- Wash trash containers as needed
- Sweep, vacuum and/or wet mop all floors
- Sweep outside entrances including sidewalks, steps and ramps
- Pickup and dispose of any loose trash around the exterior of buildings (including cigarette butts, other litter, etc.)
- Return chairs and tables to their regular locations as needed
- Replenish all bathroom supplies as needed (toilet paper, paper towels)
- Clean kitchens, water fountains and bathrooms with appropriate sanitizers and disinfectants
- If maintenance issues are noted, notice will be given to the appropriate customer contact person
- Other cleaning services as needed

We will provide a monthly evaluation sheet attached to this proposal to let us know how we are doing to meet your needs. We request that you and/or your staff complete it monthly for each site. Also any problems or issues reported to the contact person(s) will be addressed within 24 hours.

CLEANING SERVICES CHECKSHEET

Adult Day Program  
Beaufort County Department of Special Needs

Date: \_\_\_\_\_

Services provided by DSN consumers with professional staff supervision:  
Supervisor, initial if work is approved.

1. Empty all trash containers and replace liners	
2. Wash trash containers as needed	
3. Sweep, vacuum and/or wet mop all floors	
4. Sweep outside entrances including sidewalks, steps and ramps	
5. Pick-up and dispose of any loose trash around the exterior of buildings (including cigarette butts, other litter, etc.)	
6. Return chairs and tables to their regular locations as needed	
7. Replenish all bathroom supplies as needed (toilet paper, paper towels)	
8. Clean kitchens, water fountains and bathrooms with appropriate sanitizers and disinfectants	
9. If maintenance issues are noted, notice will be given to the appropriate customer contact person	
10. Other cleaning services as needed	
Comments or concerns:	

Supervisor's signature: \_\_\_\_\_



Weekly Centers	Cleaning per week	Cost per week	Annual Cost	Notes
Bluffton Center	3	165	\$8,580	3x a week mid June-mid Aug and mid Dec- mid March all other weeks 1x a week
Bluffton Gym	3	165	\$8,580	
Booker T	2	110	\$5,720	Need to review with expansion
Buckwalter	5	275	\$14,300	
Burton Wells	5	275	\$14,300	
Burton Wells Seniors	2	110	\$5,720	
Lind Brown	3	165	\$8,580	
Port Royal	2	110	\$5,720	
Scott	2	110	\$5,720	
			<u>\$77,220</u>	

Monthly Centers	Cleaning per month	Cost per week	Annual Cost
Broomfield	2	110	\$1,320
Coosaw	1	55	\$660
Dale	1	55	\$660
Seaside	1	55	\$660
			<u>\$3,300</u>

Supplies	Supplies	<u>\$13,563</u>
	Total	<b><u>\$94,083</u></b>


All annual costs are estimates. I multiplied by 52 weeks a year. Did not account for holidays or closures.

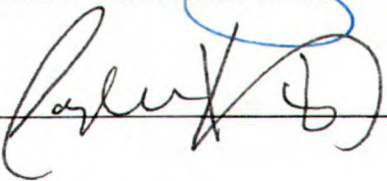
Days are subject to change with need.



This agreement constitutes the entire agreement between the parties hereto. No representations, warranties or promises pertaining to this agreement have been made or shall be binding upon any of the parties, except as expressly stated herein.

This agreement shall be construed in accordance and governed by the laws of South Carolina.

By  \_\_\_\_\_ Date 9-21-14  
Parks & Leisure Services Executive Director

Witness  \_\_\_\_\_

By Bill Lane \_\_\_\_\_ Date 4/23/16  
Disabilities & Special Needs Executive Director

Witness  \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_  
Gary Kubic, County Administrator

Witness \_\_\_\_\_