

Board of Trustees

Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742

ACTION

Subject: Outsourcing Custodial Services

Date: June 7, 2023

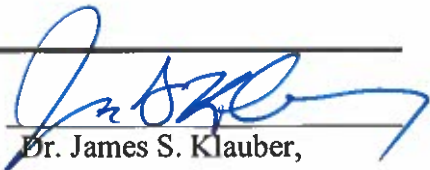
BACKGROUND

The College issued a Request for Proposals for the outsourcing custodial services on March 22, 2023. The RFP was advertised on the HCC website and eMaryland Marketplace Advantage. The College received 13 proposals on April 25, 2023. Four firms were shortlisted for presentations which took place on May 30, 2023. Olympus Building Services, Inc., a KBS Company was the highest rated firm by the committee. The pricing option at \$72,736.95 monthly includes Olympus providing all labor, supervision, supplies, and equipment necessary for performing the contract. Per the RFP, the initial contract will be for one year, with 4 one-year options to renew.

RECOMMENDATION

It is recommended that Board of Trustees award the contract for outsourcing custodial services to Olympus Building Services, Inc at \$872,843.40 per year.

Prepared by: Alicia Cullop
Title: Manager of Procurement Services

Recommended by: 
Dr. James S. Klauber,
President
