Purchasing from People with Disabilities Board
Notice of Agenda

Date & Time: April 21, 2026 – 3:00 PM

AGENDA

1. Welcome & Roll Call of all Attendees
2. Review and Approval of Meeting Minutes of October 27, 2025
3. Review and Acceptance of Bid Response for Janitorial Services at Brigham City Regional Center (GN26-17)
4. Other Discussions
5. Adjourn

Notice of Special Accommodation During Public Meetings - In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Glenna Nelson at 801-957-7157 at least three days prior to the meeting.

Purchasing from People with Disabilities Advisory Board

Notice Date & Time: 10/27/2025 3:00 PM

Meeting Minutes

1. Welcome & Roll Call of all Attendees:

Windy opened the meeting by inviting all attendees to give a brief introduction. The attendees of the meetings were as follows:

Board Attendees: Windy Aphayrath – Utah Division of Purchasing, Sarah Brenna – Utah Office of Rehabilitation

Other Attendees: Cherilyn Hess & Glenna Nelson – Utah Division of Purchasing; Paul Tonks – Attorney General's Office; Kate McConaughy & Phil Shumway – Utah Works; Dylan McDonnell – Columbus Community Center; Ken Naegle – PARC

2. Review and Approval of Meeting Minutes of October 7, 2025

Windy asked if Sarah had an opportunity to review the meeting minutes from October 7, 2025.

Sarah moved to approve the meeting minutes from October 7, 2025, as written. Windy seconded the motion and the meeting minutes were approved with all the board members present in favor.

3. Review and Acceptance of Contract 266115 for Janitorial Services at Building 9000 at Camp Williams

Glenna introduced contract 266115 and noted that this one includes the reporting requirements for the Set-Aside Program.

Sarah moved to accept Contract 266115 for Janitorial Services at Building 9000 at Camp Williams. Windy seconded the motion and the contract was approved with Sarah and Windy in favor.

4. Review and Acceptance of Contract 266116 for Janitorial Services at Various Buildings at Camp Williams

Paul noted that the agenda had a typo for the fourth agenda item. Glenna confirmed that the board is reviewing and approving 266116 and not 26616. Paul indicated that this is a non-substantive change to the motion because a 1 was forgotten on the agenda.

Windy moved to accept Contract 266116 for Janitorial Services at Various Buildings at Camp Williams. Sarah seconded the motion and the contract was approved with all the board members present in favor.

5. Advantage Services, Inc's response to Temporary Employment Services (LD25-12)

Discussed that Advantage Services previously held an active statewide cooperative contract for Temporary Employment Services. The CRP did not receive a new contract under the current Request for Proposal (RFP). It was noted that LD25-12 was a competitive solicitation resulting in multiple contract awards. The previous

contract should not have been listed as a set-aside contract if it had been awarded through the competitive process.

Conversations switched to understanding the process of identifying contract opportunities. Paul clarified that the board must follow the code, legislative intent, and statutory language. All parties agreed to discuss more defined processes in the future.

6. Other Discussions

Windy asked if any public attendees had any other items to discuss. None were discussed.

7. Adjourn

Windy called for a motion to adjourn.

Sarah moved to adjourn the meeting at 3:35 PM. Windy seconded the motion, and the motion passed with all present board members in favor.

Next meeting schedule November 18, 2025.

Brigham City Regional Center

Janitorial Services Invitation for Bid (GN26-16)

Vendor Submissions

1. DLA Enterprise INC
2. PARC

Janitorial Cost Proposal Form

Janitorial Services Brigham City Regional Center
Solicitation Number: GN26-17

Cost Summary with Proposded Minimum Daily Man Hours

Please fill in all Yellow cells.

Hours, wage & other expenses should be listed for the 1st contract year only. Your 'Year 2' 'Year 3' Bid amounts should reflect any anticipated increases.

Contractor Name

# of Employees	Position	Mon	Tue	Wed	Thur	Fri	Total Hrs/Week	Total Hrs/Month	Wage Rate/Hour
1	Supervisors*	6.5	6.5	6.5	6.5	6.5	0	0	$18.00
1	Direct Labors w/out Disabilities	6	6	6	6	6	0	0	$15.00
4	Direct Labors with Disabilities	6	6	6	6	6	0	0	$15.00
	Other						0	0	
	Total Direct Labor	**0**	**0**	**0**	**0**	**0**	**0**	**0**	

*Please note here if assigned supervisors will help to meet the 75% ratio as stated in 63G-6A-805

Yr. 1 Anticipated Average Monthly Costs for Supplies, Equipment, and Employee Related Expenses and Supplies	
$	850.1

Yr. 1 Anticipated Average Monthly Cost for Management & Overhead	
$	2360

Yr. 1 Anticipated Average Monthly Profit	
$	0

Anticipated Yearly Total Costs		
Year 1 Bid:	$	174,601.20
Year 2 Bid:	$	175,125.00
Year 3 Bid:	$	175,650.37

Total Contract Hours	8,760
Total Bid	**525,376.57**

Cleaning Schedule



Main Entrances:	Daily	Weekly	Monthly	As Needed	Annually
Sweep entry way 6' out from dripline of building.	x				
Clean doors (inside/out), glass, kick plates, hardware/chrome & push bars.	x				
Clean interior and exterior entry glass.	x				
Empty and clean applicable ashtrays and sand urns	x				
Empty trash and replace liner, wipe clean and disinfect all interior and exterior trash receptacles.	x				
Remove mats and clean floor underneath, clean mats and replace.	x				
Spot clean walls & carpets				**x**	
Brush and / or spot clean chairs, bench & sofas. Spot clean upholstery				**x**	
Clean all baseboards removing any scuff marks		**x**			
Remove any cobwebs from ceilings, corners, doorframes, etc.				**x**	
Dust: Wall molding, chair rails, baseboards, picture frames, windowsills, chair & table legs, blinds, ceiling grills & registers, light fixtures, signs, high ledges, tops of doors, behind copiers & computers and blinds.	x				
Clean and disinfect water fountains	x				
Vacuum/ spot cleaning of carpets/mats.	x			**x**	
Sweep/mop hard surface flooring	x				
Offices & Conference Rooms					

	Empty trash and replace liners, wipe clean and disinfect all interior trash receptacles	x				
	Vacuum all carpeted areas (including edges & underneath desks & tables)	x				
	Spot clean all Carpet spots				**x**	
	Spot clean upholstery & partitions				**x**	
	Spot clean walls				**x**	
	Damp wipe & clean desktops (desktops that are cleared off)	x				
	Vacuum mats (including chair mats)	x				
	Clean and disinfect counter tops, tables and chairs.	x				
	Wipe clean metal thresholds, doors, door frames, switch plates, kickplates, push bars, & chrome/hardware.	x				
	Clean glass	x				
	Dust: Wall molding, chair rails, baseboards, picture frames, windowsills, chair & table legs, blinds, ceiling grills & registers, light fixtures, signs, high ledges, tops of doors, behind copiers & computers, filing cabinets, bookcases, wall clocks, and blinds.	x				
	Breakrooms					
	Empty and clean inside and outside of trash cans and replace liners	x				
	Vacuum carpeted area and/or mats and carpets.	x				
	Sweep and mop tile floors	x				
	Clean and disinfect counters	x				
	Clean and disinfect sink, fixtures, and fronts of cabinets.	x				
	Clean and disinfect soap and paper dispensers (refill when needed)	x				
	Clean exterior of vending machines, refrigerator, and microwave.	x				

	Clean and disinfect doors, door frames, kick plates, switch plates, push bars, hardware & chrome	x				
	Stairwell					
	Vacuum/Sweep & mop stairwells	x				
	Dust, clean and disinfect handrails	x				
	Remove gum, tar, scuff marks and/or any other foreign matter from stairs and any other surfaces.				**x**	
	Clean doors, door frames, kick plates, hardware/chrome, glass, switch plates, & push bars.	x				
	Spot clean walls.				**x**	
	Dust windowsills.	x				
	Vacuum/spot clean carpet/mats	x			**x**	
	Clean baseboards	x	**x**			
	Restrooms					
	Empty trash and replace liners, wipe clean and disinfect all interior trash receptacles.	x				
	Clean and disinfect sinks, toilets, urinals, and counters.	x				
	Clean and disinfect walls/partitions.	x				
	Wipe clean metal thresholds, doors, door frames, switch plates, kickplates, push bars, and chrome/hardware	x				
	Clean mirrors.	x				
	Clean and disinfect all paper and soap dispensers (restock all dispensers)	x				
	Empty sanitary napkin trash receptacles, replace liner, clean & disinfect receptacles.	x				
	Pour hot water down floor drains weekly.		**x**			
	Dust tops of stalls, ceiling grills/registers, and tops of doors				**x**	
	Janitors Closet					
	Clean all equipment, mop heads, empty and wash mop buckets. Clean sinks, Clean all	x			**x**	

	equipment, mop heads, empty and wash mop buckets. Clean sinks, hardware/chrome, walls, doors, door frames, and kick plates.					
	Clean all equipment, mop heads, empty and wash mop buckets	x			**x**	
	Clean sinks, hardware/chrome, walls, doors, door frames, and kick plates.	x				
	Remove trash, sweep/mop floor.	x				
	Straighten and restock shelves, ensure SDS binder is visible at all times.					
	Lock janitor's closet door.	x				
	Flooring Daily					
	Vacuum carpet, mats and carpet runners. Spot clean as well. Weekly		**x**			
	Buffing of VCT tile flooring Monthly			x		
	Detail vacuum carpet (edges) 2x Annually					x
	Stripping and waxing of VCT tile flooring (if applicable)					x
	Machine scrubbing of ceramic and cement flooring (if applicable)					x

Janitorial Cost Proposal Form
Janitorial Services Brigham City Regional Center
Solicitation Number: GN26-17
Cost Summary with Proposed Minimum Daily Man Hours
Please fill in all Yellow cells.
Hours, wage & other expenses should be listed for the 1st contract year only. Your 'Year 2' 'Year 3' Bid amounts should reflect any anticipated increases.

Contractor Name

# of Employees	Position	Mon	Tue	Wed	Thur	Fri	Total Hrs/Week	Total Hrs/Month	Wage Rate/Hour
1	Supervisors*	8	8	8	8	8	40	173	$21.49
	Direct Labors w/out Disabilities								
5	Direct Labors with Disabilities	24	24	24	24	24	120	520	$15.89
1	Direct Labors with Disabilities	3	3	3	3	3	15	65	$15.00
	Other								
	Total Direct Labor	**35**	**35**	**35**	**35**	**35**	**175**	**758**	

*Please note here if assigned supervisors will help to meet the 75% ratio as stated in 63G-6A-805 — No

Yr. 1 Anticipated Average Monthly Costs for Supplies, Equipment, and Employee Related Expenses and Supplies	
$	416.67

Yr. 1 Anticipated Average Monthly Cost for Management & Overhead	
$	2233.86

Yr. 1 Anticipated Average Monthly Profit	
$	353.44

Yr. 1 Utah Works Monthly Fee 4%	
$	721.01

Anticipated Yearly Total Costs	
Year 1 Bid:	$224,954.46
Year 2 Bid:	$229,453.55
Year 3 Bid:	$234,042.62

Total Contract Hours	27300.00
Total Bid	**$688,450.63**

Brigham City Janitorial Services Cleaning Schedule

Responsibilities by Position

Position	Shift / Coverage	Primary Areas Assigned	Key Responsibilities	Frequency
Night Cleaning Supervisor	Mon–Fri, 10:00 PM–8:00 AM	Entire Facility	Staff oversight; quality inspections; coordination with DFCM; verification of special areas; documentation	Nightly
Night Shift Janitors	Mon–Fri, 10:00 PM–8:00 AM	Entrances, lobbies, hallways, offices, conference rooms, breakrooms, stairwells	Trash removal; vacuuming and mopping; surface cleaning and disinfection; dusting; glass, door, and baseboard cleaning, Clean equipment and sinks; wash mop heads and buckets; restock supplies; ensure SDS visibility; secure closets, Carpet vacuuming; spot cleaning; VCT buffing; inspections; stripping, waxing, and machine scrubbing as required	Nightly
Night Shift Janitors - Restroom Detail Days (Tuesday)	Mon–Fri, 10:00 PM–8:00 AM	All Restrooms	Clean and disinfect fixtures and partitions; restock dispensers; mirrors and hardware cleaning; sanitary disposal	Nightly
Day Porter (1)	Business Hours	High-traffic and occupied areas	Spot cleaning; restroom checks; supply refills; trash removal; spill and safety response	Continuous

Proprietary and Business Information

Day Porter Schedule

Position	Shift / Coverage	Primary Areas Assigned	Key Responsibilities	Frequency
Night Cleaning Supervisor	Mon–Fri, 10:00 PM–8:00 AM	Entire Facility	Staff oversight; quality inspections; coordination with DFCM; verification of special areas; documentation	Nightly
Night Shift Janitors	Mon–Fri, 10:00 PM–8:00 AM	Entrances, lobbies, hallways, offices, conference rooms, breakrooms, stairwells	Trash removal; vacuuming and mopping; surface cleaning and disinfection; dusting; glass, door, and baseboard cleaning, Clean equipment and sinks; wash mop heads and buckets; restock supplies; ensure SDS visibility; secure closets, Carpet vacuuming; spot cleaning; VCT buffing; inspections; stripping, waxing, and machine scrubbing as required	Nightly
Night Shift Janitors - Restroom Detail Days (Tuesday)	Mon–Fri, 10:00 PM–8:00 AM	All Restrooms	Clean and disinfect fixtures and partitions; restock dispensers; mirrors and hardware cleaning; sanitary disposal	Nightly
Day Porter (1)	Business Hours	High-traffic and occupied areas	Spot cleaning; restroom checks; supply refills; trash removal; spill and safety response	Continuous

Proprietary and Business Information

Janitor Schedule

Day	Standard Cleaning	Deep Cleaning	Special Task
Mon	ALL	Hard-to-Reach Cleaning: Vents, baseboards, fixtures	
Tues	ALL	Detailed restoom cleaning	Laundry Receiveds & Folded
Wed	ALL	Furniture edges, door frames, floor detailing	
Thur	ALL	Storage areas, under equipment, high dust zones	Deep Clean Toilets
Fri	ALL	Weekly resets & polishing	

Proprietary and Business Information