



COUNTY OF LOUISA

MEMORANDUM

TO: The Honorable Members of the Board of Supervisors

FROM: Sam Massie, Purchasing Coordinator
Brittany Shupe, Airport General Manager

CC: Christian Goodwin, County Administrator

DATE: September 28, 2026

RE: A Resolution to Approve and Award a Contract for Janitorial Services at the Louisa County Airport

I. Background:

a. Project Description

The County of Louisa is requesting bids for a Contractor to provide janitorial services at the Louisa County Airport, hereinafter referred to as the Airport, and which is located at 335 Industrial Drive Louisa, VA 23093.

b. Need

The airport is not pleased with the current contract and have since cancelled the contract. County janitorial staff are unable to provide these services.

c. Project Budget

Funds for such services are included in the Airport budget, under 50484000-431602.

d. Request for Proposals

On September 10, 2026, the County issued a Request for Proposals inviting qualified contractors to submit proposals for janitorial services at the Louisa County Airport. Louisa County will select the vendor(s) who they determine most closely satisfies the needs of the County. There is no requirement for acceptance of the lowest cost of service offered, and specific requirements may be waived or amended at the discretion of the County.

- e. The Selection Committee consisted of Brittany Shupe, Airport Manager, Kimberly Zera, Administrative Assistant, and Sam Massie, Purchasing Officer.

II. Current Situation:

a. Proposals

Twelve (12) proposals were received by the closing date of September 21, 2026.

b. Short Listed Firms

Negotiations and interviews with the following firms were conducted:

- Bridging the Gap Cleaning Services, LLC
- Fulfillment Cleaning Services
- Mclean Rae Group, LLC dba Mclean Rae Janitorial
- Zaatar Services, Inc.

c. Selected Firms

After careful consideration, Fulfillment Cleaning Services was determined to be the most qualified firm to meet the needs of the County.

d. Justification

The selected vendor had the lowest rates, along with excellent references. They already work in the county and offered an additional product of electro-static sprayer for in-depth cleaning during seasons of high illness.

III. Recommendation

The recommendation is for the Board of Supervisors to approve and award the contract for Janitorial Services at the Louisa County Airport with Fulfillment Cleaning Services for a period of one year beginning October 6, 2026, through October 5, 2027, with an option to renew two successive one year terms upon mutual agreement.