



# *The County of El Dorado*

## *Chief Administrative Office*

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*Facilities Division*

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### *INTEROFFICE MEMORANDUM*

**Date:** August 4, 2022

**To:** Board of Supervisors

**From:** Laura Schwartz, Deputy CAO

**Subject:** Legistar File No. 22-1149; Retroactive Amendment No. 1, Agreement No. 6378 Jani-King of California, Inc.

Legistar No. 22-1149 has been submitted for Board approval on the August 16, 2022 Board agenda. The item is a retroactive amendment for janitorial services at the El Dorado Hills Senior Center. Amendment I revises the contract term from May 20, 2022 through May 19, 2024 to April 1, 2022 through March 31, 2024.

Difficulty in obtaining the authorized signatory information from the vendor created a delay in getting the original agreement in place. When the agreement was signed, there was some miscommunication between facilities and HHSA regarding the timing of the janitorial services. While the facility was undergoing repair due to water damage, the El Dorado Hills Community Services District was still able to provide senior services in the unaffected areas of the facility which required janitorial services during the month of April. This retroactive amendment is required in order to pay the vendor for these necessary services.