



## Legislation Details (With Text)

**File #:** 18-1262      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 8/8/2018      **In control:** Board of Supervisors

**On agenda:** 8/28/2018      **Final action:** 8/28/2018

**Title:** Health and Human Services Agency (HHSA), recommending the Board:  
 1) Approve and authorize the Chair to sign Agreement for Services 3263 with Pro-Line Cleaning Services, Inc., for the provision of janitorial services at HHSA's Placerville offices located at 3047 Briw Road and 3057 Briw Road, for the term September 1, 2018 through August 31, 2021, with a maximum contractual obligation of \$227,000; and  
 2) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 3263, including amendments which do not increase the maximum dollar amount or term of the Agreement, and contingent upon approval by County Counsel and Risk Management.

**FUNDING:** Federal and State Funding.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - 3263, Approved CRS, 08-28-2018, 2. B - Pro-Line Agreement 3263, 08-28-2018, 3. Executed Agreement for Services 3263

Date	Ver.	Action By	Action	Result
8/28/2018	1	Board of Supervisors	Approved	Pass

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**FUNDING:** Federal and State Funding.

**DEPARTMENT RECOMMENDATION:**

Health and Human Services Agency (HHSA) recommending the Board approve Agreement for Services 3263 (Agreement) with Pro-Line Cleaning Services, Inc., to provide janitorial services at HHSA's Placerville offices located at 3047 Briw Road and 3057 Briw Road.

Additionally, Government Code Section 31000 requires that, prior to contracting for janitorial services, the Board must find that the site receiving said services is remote from available County employee resources and that the County's economic interests are served by such a contract rather than by paying additional travel and subsistence expenses to existing County employees. It was previously determined by working with the Chief Administrative Office, Facilities Division, that the current County employees who provide janitorial services do not have the capacity to also service the leased buildings located at 3047 Briw Road and 3057 Briw Road in Placerville. It would take additional

staffing resources to service these buildings. The janitorial services are more economically and feasibly performed by an independent contractor.

**DISCUSSION / BACKGROUND:**

HHSA's Administrative offices, and some of its programs are located in two (2) adjacent leased buildings in Placerville that are not maintained by County janitorial staff, necessitating an agreement with an outside vendor for these services. HHSA has maintained a contractual relationship with Pro-Line since 2007 for janitorial services at the two buildings located at 3047 and 3057 Briw Road, with satisfactory performance during that time. Agreement for Services 012-S1611 is the current janitorial services agreement for these two locations (File ID 12-1575, Item 12).

To ensure consistency and efficiency, services at these adjacent locations are combined into the recommended Agreement. This Agreement was developed and processed in compliance with Board of Supervisors Policy C-17, Procurement Policy, Section 7.11, regarding the competitive selection process for contracts over \$100,000. In addition, HHSA sought review and received approval from County Human Resources for this Agreement for Services.

**ALTERNATIVES:**

Disapproval of this agreement would require HHSA to identify another vendor for janitorial services and develop a contract with that vendor, thereby creating a gap in services.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

County Counsel, Risk Management, and Human Resources.

**CAO RECOMMENDATION:**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT:**

There is no Net County Cost associated with this Agenda item. Sufficient appropriations were included in the Fiscal Year 2018-19 Budget, and will be included in future budgets for the term of the Agreement

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) Clerk of the Board to obtain signature of Chair on two (2) original Agreements for Services 3263.
- 2) Clerk of the Board to return one (1) fully executed Agreement for Services 3263 to Health and Human Services, Contracts Unit, 3057 Briw Road, Suite B.

**STRATEGIC PLAN COMPONENT:**

N/A

**CONTACT**

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