



## Legislation Text

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**File #:** 19-1308, **Version:** 3

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Chief Administrative Office, Facilities Division, recommending the Board:

- 1) Make findings that it is more economical and feasible to contract out in accordance with Chapter 3.13, Section 3.13.030 of the County Contracting Out Ordinance to contract out for janitorial services for a facility outside the main government center locations;
- 2) Authorize the Purchasing Agent to sign Agreement for Services 4292 with Pro-Line Cleaning Services, Inc., to provide janitorial services for the Public Safety Facility with a term of three years and a not-to-exceed amount of \$297,860;
- 3) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 4292, 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; and
- 4) Approve the attached budget transfer decreasing appropriations in the Sheriff's budget and increasing appropriations in Facilities in the amount of \$75,000 in Fiscal Year 2019-20 for costs related to the monthly custodial and potential as-needed custodial services. (4/5 vote required to approve budget amendment) (Cont. 10/15/19, Item 4)

**FUNDING:** General Fund.

### **DISCUSSION / BACKGROUND**

The Facilities Division solicited quotes for janitorial services at the County's new Public Safety Facility. Due to the Sheriff Department's comprehensive background check requirements the Division had limited vendor interest and Pro-Line Cleaning Services, Inc. provided the lowest quote.

The contract will provide basic routine janitorial services five days a week with an as-needed component to allow for carpet cleaning, window cleaning and other deep cleaning tasks over the contract term. Routine services for year one are \$6,710 per month with slight increases in years two and three (year two \$6,885 per month and year three \$7,060 per month). The as-needed allowance is \$50,000. The Division does not anticipate utilizing this full as-needed amount but since the interval of deep cleaning needs are unknown at this time the Division estimated on the high side. The contract term is three years with a total not-to-exceed of \$297,860.

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.

### **ALTERNATIVES**

The Board could decline this agreement and a different solution will need to be found for janitorial needs at the Public Safety Facility.

### **PRIOR BOARD ACTION**

N/A

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Sheriff Department

**CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT**

The annual cost impact for FY 2019-20 is estimated at approximately \$60,000 for monthly services (\$6,710 x 9). As needed services cannot be determined at this point, but the budget transfer includes an additional \$15,000 for as needed services bringing the total annual costs to \$75,000. The Sheriff's office has agreed to fund these costs in FY 2019-20, partially with custodial services savings due to vacating Sheriff leased facilities. Funds were not included in the Facilities FY 19-20 budget; therefore a budget transfer decreasing appropriations in the Sheriff's budget and increasing appropriations in Facilities is required to cover these services. Future year costs will be included in future budgets.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Infrastructure

**CONTACT**

Russ Fackrell  
Facilities Division Manager