



Legislation Text

File #: 12-1575, **Version:** 2

Health and Human Services Agency (HHS) recommending the Board consider the following:

- 1) Approve and authorize the Chair to sign Agreement for Services 012-S1611 with Pro-Line Cleaning Services, Inc. for the provision of selected janitorial services for the HHS Placerville offices located at 3047 Briw Road and 3057 Briw Road, for the term September 1, 2015 through August 31, 2018, with a maximum obligation of \$186,840 for the term of the Agreement; and
- 2) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 012-S1611, including amendments thereto 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.

DEPARTMENT RECOMMENDATION:

Health and Human Services Agency (HHS) recommending approval of Agreement for Services 012-S1611 with Pro-Line Cleaning Services, Inc. for the provision of selected janitorial services for the HHS Placerville offices located at 3047 Briw Road and 3057 Briw Road, for the term September 1, 2015 through August 31, 2018, with a maximum obligation of \$186,840 for the term of the Agreement.

DISCUSSION / BACKGROUND:

HHS is 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. HHS has maintained a contractual relationship with Pro-Line since 2007 for janitorial services at the two buildings located at 3057 and 3047 Briw Road, with satisfactory performance during that time. The most recent Agreements for services at these two locations are 243-S1311 (File ID 12-1575, Item 10) and 101-S1210 (File ID 11-0862, Item 26).

To ensure consistency and efficiency, services at the two adjacent locations are being combined into the recommended Agreement 012-S1611. 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, HHS sought review and received approval from County Human Resources for this Agreement for Services.

ALTERNATIVES:

Disapproval of this agreement would require HHS 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, Human Resources, Procurement & Contracts, and Risk Management.

CAO RECOMMENDATION:

It is recommended that the Board approve this item.

FINANCIAL IMPACT:

There is no Net County Cost associated with this Agreement. Sufficient appropriations were included in the Fiscal Year 2015-16 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 the Chair on two (2) originals of Agreement for Services 012-S1611.
2. Clerk of the Board to return one (1) signed original Agreement to HHSA at 3057 Briw Road.

STRATEGIC PLAN COMPONENT:

N/A

CONTACT

Don Ashton, M.P.A., Director