



## Legislation Text

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**File #:** 15-0975, **Version:** 1

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Health and Human Services Agency, Public Health Division, recommending the Board consider the following:

- 1) Approve and authorize the Chair to sign Agreement for Services 072-S1611 with Pro-Line Cleaning Services, Inc., for the provision of janitorial services for the Animal Services Office and Shelter located at 6435 Capitol Avenue, for the term October 1, 2015 through September 30, 2018, with a maximum contractual obligation of \$71,100; and
- 2) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 072-S1611, 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.

**DEPARTMENT RECOMMENDATION:**

Health and Human Services Agency (HHS) recommending approval of Agreement for Services 072-S1611 with Pro-Line Cleaning Services, Inc. (Pro-Line) for the provision of selected janitorial services for the Animal Services Office and Shelter located at 6435 Capitol Avenue, for the term October 1, 2015 through September 30, 2018, with a maximum obligation of \$71,100 for the term of the Agreement.

**DISCUSSION / BACKGROUND:**

Pro-Line has been providing janitorial services to the County since 2007, including HHS. Under the current Agreement 197-S1310, Pro-Line was contracted to clean the Animal Shelter located in Placerville at 511 Placerville Drive. On February 17, 2015, Amendment 2 to Agreement 197-S1310 was executed to transfer janitorial services to the new Animal Shelter located at 6435 Capitol Avenue in Diamond Springs. This Agreement for Services 072-S1611 was developed in accordance with Board of Supervisors Policy C-17, Section 7.11, obtaining concurrence via a review of the scope of services and the contractor's professional qualifications.

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. Working with the Chief Administrative Office Facilities Division, HHS ascertained that the Animal Services Building on Capitol Avenue in Diamond Springs is remote from the closest location currently receiving janitorial services from County employees. In addition, the current County employees that are providing janitorial services do not have the capacity to also service the Animal Services Building on Capitol Avenue in Diamond Springs. It would take an additional custodial position to service the Animal Services Building on Capitol Avenue in Diamond Springs. The fully burdened cost of an employee

providing custodial services is approximately \$60,000 per year whereas the annual cost of the services provided under this Agreement would be approximately \$24,000. Therefore, HHSA recommends the Board find that contracting janitorial services for the Animal Services Building on Capitol Avenue is more economically and feasibly performed by an independent contractor.

**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, Human Resources, Facilities, Procurement and 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 (FY) 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 the signature of the Chair on two (2) originals of Agreement for Services 072-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