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County of El Dorado

Legislation Details (With Text)

File #:	16-0885 **Version:** 1		
Type:	Agenda Item	**Status:**	Approved
File created:	8/17/2016	**In control:**	Board of Supervisors
On agenda:	9/13/2016	**Final action:**	9/13/2016
Title:	Health and Human Services Agency, Mental Health Division, recommending the Board: 1) Approve and authorize the Chair to sign Agreement for Services 052-S1710 with Pro-Line Cleaning Services, Inc. for the provision of selected janitorial services for the Diamond Springs Mental Health offices located at 768 Pleasant Valley Road, for the term October 1, 2016 through September 30, 2019, with a maximum obligation of $70,000 for the term of the Agreement; and 2) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 052-S1710, 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.		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. A - Approved Contract Routing Sheet, 9-13-16, 2. B - Pro-Line Agmt 052-S1710, 9-13-16, 3. Executed Agreement 052-S1710		

Date	Ver.	Action By	Action	Result
9/13/2016	1	Board of Supervisors	Approved	Pass

Health and Human Services Agency, Mental Health Division, recommending the Board:
1) Approve and authorize the Chair to sign Agreement for Services 052-S1710 with Pro-Line Cleaning Services, Inc. for the provision of selected janitorial services for the Diamond Springs Mental Health offices located at 768 Pleasant Valley Road, for the term October 1, 2016 through September 30, 2019, with a maximum obligation of $70,000 for the term of the Agreement; and
2) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 052-S1710, 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 (HHSA) recommending approval of Agreement for Services 052-S1710 with Pro-Line Cleaning Services, Inc. for the provision of selected janitorial services for the Diamond Springs Mental Health offices located at 768 Pleasant Valley Road, to ensure continuity of services.

HHSA has determined that services provided pursuant to this Agreement 052-S1710 satisfy the criteria defined in Chapter 3.13, Section 3.13.030 of the County Ordinance in that a comparative cost analysis shows it is more economical and feasible to engage an independent contractor for janitorial services.

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. Working with the Chief Administrative Office, Facilities Division, HHSA ascertained that the Mental Health offices located at 768 Pleasant Valley Road 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 Mental Health Building on Pleasant Valley Road in Diamond Springs. It would take an additional custodial position to service the Mental Health Building on Pleasant Valley Road 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 per year. Therefore, HHSA recommends the Board find that contracting janitorial services for the Mental Health Building on Pleasant Valley Road in Diamond Springs is more economically and feasibly performed by an independent contractor.

DISCUSSION / BACKGROUND:
The Mental Health building is a leased facility located in Diamond Springs and is 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 Cleaning Services, Inc. since 2007 for janitorial services, with satisfactory performance during that time. The most recent Agreement for Services for this location is 216-S1410, which expires September 30, 2016.

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 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 Agenda item. Sufficient appropriations were included in the Fiscal Year 2016/17 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 052-S1710.
2) Clerk of the Board to return one (1) fully executed Agreement to the HHSA Contracts Unit at 3057 Briw Road.

STRATEGIC PLAN COMPONENT:
N/A

CONTACT

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