



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 20-1292      **Version:** 1

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

**File created:** 9/25/2020      **In control:** Board of Supervisors

**On agenda:** 10/20/2020      **Final action:** 10/20/2020

**Title:** Health and Human Services Agency (HHSA) recommending the Board:  
1) Approve and authorize the Chair to sign Agreement for Services 5115 with Apex Systems, Inc., dba ServPro of Carson City / Douglas County / South Lake Tahoe for the provision of supplemental janitorial services for the HHSA Animal Services facility located at 1120 Shakori Drive in South Lake Tahoe, with a one (1) year term effective upon execution, and a maximum obligation of \$46,800;  
2) Approve and authorize the Chair to sign Agreement for Services 5141 with Apex Systems, Inc., dba ServPro of Carson City / Douglas County / South Lake Tahoe for the provision of supplemental janitorial services for the HHSA Behavioral Health Division, located at 1900 Lake Tahoe Boulevard in South Lake Tahoe, with a one (1) year term effective upon execution, and a maximum obligation of \$52,000;  
3) Make findings in accordance with County Ordinance 3.13.030 that it is appropriate to contract with Apex Systems, Inc., dba ServPro of Carson City / Douglas County / South Lake Tahoe for supplemental janitorial services provided under this Amendment due to the limited timeframes, temporary or occasional nature, or schedule for the project or scope of work, the ongoing aggregate of work to be performed is not sufficient to warrant addition of permanent staff and the nature of the work involves urgent or emergency services; and  
4) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreements for Services 5115 and 5141, 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: Animal Services: City of South Lake Tahoe 54%, 1991 PH Realignment 4%, General Fund 34%, Fees and fines 8%. Behavioral Health: Federal 25%, State 10%, Realignment 30%, Mental Health Services Act 20%, General Fund (via Public Guardian) 15%.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A - Approved 5115 CRS, 2. B - Agreement 5115, 3. C - Approved 5141 CRS, 4. D - Agreement 5141, 5. Letter Apex Systems, Inc., dba ServPro

Date	Ver.	Action By	Action	Result
10/20/2020	1	Board of Supervisors	Approved	Pass

Health and Human Services Agency (HHSA) recommending the Board:

1) Approve and authorize the Chair to sign Agreement for Services 5115 with Apex Systems, Inc., dba ServPro of Carson City / Douglas County / South Lake Tahoe for the provision of supplemental janitorial services for the HHSA Animal Services facility located at 1120 Shakori Drive in South Lake Tahoe, with a one (1) year term effective upon execution, and a maximum obligation of \$46,800;  
2) Approve and authorize the Chair to sign Agreement for Services 5141 with Apex Systems, Inc., dba ServPro of Carson City / Douglas County / South Lake Tahoe for the provision of supplemental janitorial services for the HHSA Behavioral Health Division, located at 1900 Lake Tahoe Boulevard in South Lake Tahoe, with a one (1) year term effective upon execution, and a maximum obligation of \$52,000;

- 3) Make findings in accordance with County Ordinance 3.13.030 that it is appropriate to contract with Apex Systems, Inc., dba ServPro of Carson City / Douglas County / South Lake Tahoe for supplemental janitorial services provided under this Amendment due to the limited timeframes, temporary or occasional nature, or schedule for the project or scope of work, the ongoing aggregate of work to be performed is not sufficient to warrant addition of permanent staff and the nature of the work involves urgent or emergency services; and
- 4) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreements for Services 5115 and 5141, 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:** Animal Services: City of South Lake Tahoe 54%, 1991 PH Realignment 4%, General Fund 34%, Fees and fines 8%. Behavioral Health: Federal 25%, State 10%, Realignment 30%, Mental Health Services Act 20%, General Fund (via Public Guardian) 15%.

**DISCUSSION / BACKGROUND:**

The Centers for Disease Control has released their *Interim Guidance for Business and Employers Responding to Coronavirus Disease 2019 (Covid-19)*, which references *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Business, Schools, and Homes*. The guidance states that “frequent disinfection of surfaces and objects touched by multiple people is important.” In addition, the Board of Supervisors Policy E-11 (File ID: 20-0821, 06/30/20) defines guidelines for the cleaning and disinfecting of all County facilities due to COVID-19. In order for the Health and Human Services Agency (HHSa) to be in compliance with said policy and CDC guidelines, HHSa must amend its contracts with Pro-Line Cleaning Services (Pro-Line).

The County contracts with Pro-Line Cleaning Services, Inc. to provide regular janitorial services at the HHSa Animal Services facility located at 1120 Shakori Drive in South Lake Tahoe (prior Board approval not required) and the HHSa Behavioral Health Division, located at 1900 Lake Tahoe Boulevard in South Lake Tahoe (File ID: 20-0970, 07/15/20). These Agreements with Apex Systems, Inc., dba ServPro of Carson City / Douglas County / South Lake Tahoe are necessary because Pro-Line does not have capacity to add daily supplemental cleaning services to their existing Agreements for these locations in South Lake Tahoe.

**ALTERNATIVES:**

The Board could choose to approve or decline these Agreements. Should the Board decline to approve these Agreements, Pro-Line will continue to provide regular janitorial services through the existing terms of their Agreements, but will be unable to provide supplemental cleaning services as requested. HHSa would need to identify other means to provide the COVID-19 related supplemental cleaning.

**PRIOR BOARD ACTION:**

06/30/20, 20-0821, Adopted Board Policy E-11  
07/15/20, 20-0970, Approved Pro-Line Agreement 5032

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

Approved by County Counsel, Human Resources, and Risk Management

**CAO RECOMMENDATION:**

Approve as recommended.

**FINANCIAL IMPACT:**

There is no increase to Net County Cost associated with these Agreements. Appropriations have been included to cover the cost of these Agreements in the Fiscal Year 2020-21 Adopted Budget and will be included in future fiscal year budgets as necessary.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

1) Clerk of the Board to obtain signature of Chair on two (2) original Agreements 5115 and 5141; and  
2) Clerk of the Board to return one (1) fully executed Agreement 5115 and 5141 to the HHSA Contracts Unit at 3057 Briw Road, Suite B.

**STRATEGIC PLAN COMPONENT:**

Good Governance

**CONTACT**

Don Semon, Director