



# County of El Dorado

330 Fair Lane, Building A  
Placerville, California  
530 621-5390  
FAX 622-3645  
www.edcgov.us/bos/

## Legislation Details (With Text)

**File #:** 22-0966 **Version:** 1

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

**File created:** 5/18/2022 **In control:** Board of Supervisors

**On agenda:** 6/28/2022 **Final action:** 6/28/2022

**Title:** Health and Human Services Agency (HHS) recommending the Board:  
1) Make findings in accordance with County Ordinance 3.13.030(B) that it is appropriate to contract with Staples & Associates, Inc., dba Staples Energy for the provision of weatherization services provided under Agreement 6537, because pursuant to 3.13.030(B) "Specialty skills and qualifications not expressly identified in classifications are involved in the performance of the work;"  
2) Approve and authorize the Chair to sign Agreement for Services 6537 with Staples & Associates, Inc., dba Staples Energy, with a not-to-exceed amount of \$358,500, and for the term of three (3) years from July 1, 2022 through June 30, 2025; and  
3) Authorize the HHS Director, or designee, to execute further documents relating to Agreement 6537, contingent upon approval by County Counsel and Risk Management, including amendments which do not increase the maximum dollar amount or term of the Agreement.

**FUNDING:** 100% Federal Low Income Home Energy Assistance Program.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Approved CRS, 2. B - Agreement 6537, 3. Executed Agreement for Services 6537

Date	Ver.	Action By	Action	Result
6/28/2022	1	Board of Supervisors	Approved	Pass

Health and Human Services Agency (HHS) recommending the Board:  
1) Make findings in accordance with County Ordinance 3.13.030(B) that it is appropriate to contract with Staples & Associates, Inc., dba Staples Energy for the provision of weatherization services provided under Agreement 6537, because pursuant to 3.13.030(B) "Specialty skills and qualifications not expressly identified in classifications are involved in the performance of the work;"  
2) Approve and authorize the Chair to sign Agreement for Services 6537 with Staples & Associates, Inc., dba Staples Energy, with a not-to-exceed amount of \$358,500, and for the term of three (3) years from July 1, 2022 through June 30, 2025; and  
3) Authorize the HHS Director, or designee, to execute further documents relating to Agreement 6537, contingent upon approval by County Counsel and Risk Management, including amendments which do not increase the maximum dollar amount or term of the Agreement.

**FUNDING:** 100% Federal Low Income Home Energy Assistance Program.

### DISCUSSION / BACKGROUND:

The Health and Human Services Agency (HHS) administers a Weatherization Program in accordance with the terms and conditions of the Low Income Home Energy Assistance Program (LIHEAP). Weatherization in El Dorado County consists of qualified, low-income households applying for assistance through the County HHS, which contracts with local contractors to perform Weatherization related repairs/improvements. The program is not federally mandated but exists as a result of an annually allocated LIHEAP program funding agreement between the County and the

California Department of Community Services and Development, which in 2022 provides \$1,912,196 of funding in support of the program.

Home energy weatherization-related projects are for the benefit of low-income community members and are made available to households with the highest energy costs or needs in relation to income. The program helps low-income households improve energy efficiency, reduce energy costs, and remain safe and comfortable in their homes. Weatherization projects may involve heating and air conditioning appliance repair and replacement, water-heater repair or replacement, fireplace repair or replacement, window installation, and/or other repairs, on a project-by-project basis. The Weatherization Program maintains a pool of qualified contracted vendors to provide these specialized weatherization services. As a weatherization project becomes available, HHSA's Weatherization Program requests quotes from these contractors, who may provide bids at no charge, and each job is then awarded to the lowest responsible bidder within the maximum charge allowed per the LIHEAP contract. Maintaining an adequate pool of contractors is critical to the Weatherization Program to ensure provision of services to eligible households in a timely and cost-effective manner, as well as to ensure all areas of the county are covered for services.

On January 10, 2022, the County's Chief Administrative Office (CAO) Procurement and Contracts Division released Request for Qualifications (RFQ) 22-918-027 for Weatherization contractors. Staples & Associates, Inc., dba Staples Energy responded and was determined to be qualified. Consistent with the Board's C-17 policy, as well as Federal Procurement Policy, the RFQ was released in order to ensure compliance with funding requirements identified in statute.

This proposed Agreement with Staples & Associates, Inc., dba Staples Energy is a renewal of Agreement 3652 approved by the Board on December 11, 2018 (File 18-1829) to provide the services described in Agreement 3652. The proposed Agreement 6537 would ensure continuation of necessary weatherization services without any service interruption.

#### **ALTERNATIVES:**

Should the Board decline to approve this item, the County would not have a replacement vendor available to provide services after the current agreement with Staples & Associates, Inc., dba Staples Energy expires on June 30, 2022. This would also reduce the pool of available contractors to the Weatherization Program and the ability to complete home weatherization services for residents, as well as result in unspent funding that would need to be returned to the State. County staff lack the required licenses to perform all of the specialized repairs/improvements required by the program.

#### **PRIOR BOARD ACTION:**

1) 12/11/18, 18-1829, Approval of Agreement 3652

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

Approved by County Counsel, Human Resources, and Risk Management. The Auditor-Controller was notified.

#### **CAO RECOMMENDATION:**

Approve as recommended.

#### **FINANCIAL IMPACT:**

This Agreement for Services is a renewal of a prior year agreement and continues to be funded with Federal LIHEAP. Sufficient appropriations were included in the Fiscal Year 2022-23 Recommended

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 one (1) original Agreement for Services 6537.

**STRATEGIC PLAN COMPONENT:**

County Strategic Plan Goal “Healthy Communities - Improved health, well-being and self-sufficiency of El Dorado County communities, residents and visitors.”

**CONTACT**

Daniel Del Monte, Interim Director, Health and Human Services Agency