



Legislation Text

File #: 19-1223, **Version:** 1

Health and Human Services Agency recommending the Board:

- 1) Approve and authorize the Chair to sign Agreement for Services 4153 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, 2019 through September 30, 2022, with a maximum obligation of \$90,000 for the term of the Agreement;
- 2) Make findings in accordance with County Ordinance 3.13.030 that it is more economical and feasible to contract with Pro-Line Cleaning Services, Inc. for janitorial services provided under this Agreement 4153 because the location is remote from available County employee resources; and
- 3) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 4153, 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: 41% MHSA, 25% Federal, 17% Realignment, 15% Public Guardian, 2% State.

DISCUSSION / BACKGROUND:

The Mental Health building is 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 since 2007 for janitorial services, with satisfactory performance during that time. The most recent Agreement for services for this location is 052-S1710 (FENIX 109), expiring September 30, 2019.

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 \$27,300 starting in year one, reaching \$31,812 in year three. 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.

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.

PRIOR BOARD ACTION:

1) 09/13/16 16-0885 Prior Agreement - Approved

OTHER DEPARTMENT / AGENCY INVOLVEMENT:

Approved by County Counsel, Human Resources, and Risk Management

CAO RECOMMENDATION:

It is recommended that the Board approve this item.

FINANCIAL IMPACT:

This Agreement for Services is a renewal of a prior Agreement. Services are funded with State and Federal funds. The terms in the new Agreement are virtually identical to the current Agreement; however, the rates have increased by approximately 8% over the prior year and will continue to increase by approximately 8% per year. The rate increases are largely due to recent and impending increases to the California minimum wage, which is scheduled to increase through 2023. Sufficient appropriations were included in the fiscal year 2019-20 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 4153; and
- 2) Clerk of the Board to return one (1) fully executed Agreement to the HHSA Contracts Unit at 3057 Briw Road, Suite B.

STRATEGIC PLAN COMPONENT:

Good Governance

CONTACT

Don Semon, Director