



Legislation Text

File #: 19-1684, **Version:** 1

Department of Transportation recommending the Board:

- 1) Make findings in accordance with Government Code Section 31000 that the Department of Transportation's Headington, Shakori, and Emerald Bay facilities are remote from available County employee resources and that the County's economic interests are served by contracting out the work associated with janitorial services at said locations;
- 2) Make findings in accordance with Section 3.13.030.A of County Ordinance 5116 that janitorial work at said facilities can be more economically and feasibly performed by independent contractors than County employees;
- 3) Authorize the Purchasing Agent to sign Agreement for Services 4466 with Pro-Line Cleaning Services, Inc., to provide janitorial services for the Department of Transportation's Headington facility with a term of three years and a not-to-exceed amount of \$95,000;
- 4) Authorize the Purchasing Agent to sign Agreement for Services 4462 with Building Services of CA and NV, LLC to provide janitorial services for the Department of Transportation's South Lake Tahoe facilities at Emerald Bay and Shakori with a term of three years and a not-to-exceed amount of \$72,000; and
- 5) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreements for Services 4466 and 4462, 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: Road Fund.

DISCUSSION / BACKGROUND

The Department of Transportation (Transportation) solicited quotes for janitorial services at Transportation's Headington facility, Shakori facility, and Emerald Bay facility. Three firms provided quotes.

Pro-Line Cleaning Services, Inc. (Pro-Line) provided the lowest quote for the Headington facility. Pro-Line has been providing services at this location for multiple years and Transportation has been satisfied with their service. Agreement 4466 will be for three years to perform routine janitorial services with a total not-to-exceed of \$95,000. The contract also includes an as-needed component to allow for deep cleaning or additional services not listed in the current scope of work.

Building Services of CA and NV, LLC. (Building Services) provided the lowest quote for the Shakori and Emerald Bay facilities. Building Services is currently providing services at the Emerald Bay facility and Transportation has been satisfied with their service. Agreement 4462 will be for three years to perform routine janitorial services with a total not-to-exceed of \$72,000. The contract also includes an as-needed component to allow for deep cleaning or additional services not listed in the current scope of work. The Emerald Bay facility is shared by Transportation, Long Range Planning, Development Services, and Environmental Management. Additionally, Supervisor Novasel's office is located at this facility and will be serviced by this contract. Each of these departments will pay a proportional share of the cost of Agreement 4462.

Transportation recommends the Board make findings in accordance with Government Code Section 31000 that the Department of Transportation's Headington, Shakori, and Emerald Bay facilities are remote from available County employee resources and that the County's economic interests are served by contracting out the work associated with janitorial services at said locations.

Transportation also recommends that the Board make findings in accordance with Section 3.13.030.A of the County Ordinance code that janitorial work at said facilities can be more economically and feasibly performed by independent contractors than County employees. The department had performed a comparative cost analysis and contracting out this work results in significant savings to the County.

ALTERNATIVES

The Board could decline to approve these agreements. A different solution would need to be found for janitorial needs at the three locations.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

County Counsel, Risk Management, Chief Administrative Office, Facilities Division, Board of Supervisors, Long Range Planning, Development Services, and Environmental Management.

CAO RECOMMENDATION / COMMENTS

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The services are included in the fiscal year 19/20 budget and will be included in future year's budgets.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Infrastructure

CONTACT

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