



## Legislation Text

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**File #:** 20-0477, **Version:** 1

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Chief Administrative Office, Facilities Division, recommending Board consider the following:

- 1) Make findings pursuant to Article II, Section 210b(6) of the El Dorado County Charter that the ongoing aggregate of the work to be performed is not sufficient to warrant the addition of permanent staff;
- 2) Authorize the Purchasing Agent, contingent upon final County Counsel and Risk Management approval, to sign retroactive Agreement for Services No. 4832 and authorize the County Contract Administrator to issue a retroactive Notice to Proceed (to March 17<sup>th</sup>, 2020) with Pro-Line Cleaning Services, Inc. to provide routine janitorial services at the Public Safety Facility. The Agreement is month to month for a maximum of six months and a not to exceed of \$46,860.

**FUNDING:** General Fund.

### **DISCUSSION / BACKGROUND**

Unprecedented current events related to COVID-19 have overwhelmed the County's current custodial staff and it was determined a janitorial contractor was needed as soon as possible to mitigate risk and exposure. As an emergency, Pro-Line Cleaning Services, Inc. was verbally directed to assist with routine cleaning services at the County's new Public Safety Facility and they began services on March 17, 2020.

Contract for Services No. 4832 was submitted for rush processing shortly thereafter. The contract will provide basic routine janitorial services five days a week on a month to month basis for a maximum of six months at \$7,810 per month for a total not to exceed of \$46,860. The County can terminate this agreement at any time without cause.

The Division recommends the Board authorize the County Contract Administrator to issue a retroactive Notice to Proceed effective March 17<sup>th</sup>, 2020 and authorize the Purchasing Agent to sign retroactive agreement No. 4832.

Being this agreement is temporary and short term in nature the Division further recommends the Board, pursuant to Article II, Section 210b(6) of the El Dorado County Charter, make findings that the ongoing aggregate of the work to be performed is not sufficient to warrant the addition of permanent staff.

### **ALTERNATIVES**

County Custodial Staff were already stretched thin with the new facility coming online and current events have put their workload well beyond maximum capacity. Absent the retroactive Notice to Proceed the contractor will very likely cease work altogether leaving the County incredibly short-handed for custodial needs.

### **PRIOR BOARD ACTION**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

**CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

This has been budgeted for in the current Fiscal Year and will be in the subsequent Fiscal Year should their services still be needed. There is no change in Net County Cost.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

None

**STRATEGIC PLAN COMPONENT**

Infrastructure

**CONTACT**

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