



Legislation Text

File #: 20-0483, **Version:** 1

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

- 1) Make findings that due to the temporary or occasional nature of the remote work it is recommended to contract out, in accordance with Chapter 3.13, Section 3.13.030 of the County Contracting Out Ordinance, for janitorial services for a facility outside the main government center locations; and
- 2) Authorize the Purchasing Agent, contingent upon final County Counsel and Risk Management approval, to sign retroactive Agreement for Services No. 4825 with Jani-King of California, Inc. and authorize the County Contract Administrator to issue a retroactive Notice to Proceed (to April 1st, 2020) to provide routine janitorial services at the El Dorado Hills Senior Center. The Agreement is for two years with a not to exceed amount of \$64,834.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

Bids for routine janitorial services at the El Dorado Hills Senior Center were solicited in December 2019 and a contract to the lowest bidder was submitted for processing shortly thereafter. The contract was anticipated to be in place with routine services beginning on April 1, 2020.

On March 25th, 2020, the low bid Contractor advised the County they were no longer interested in the contract due to concerns with COVID-19. Immediately after being informed of this development a new contract was negotiated with the second lowest bidder (Jani-King of California, Inc.) and was submitted for rush processing.

The current janitorial services agreement is due to terminate on March 31, 2020, and the site will be left without janitorial services entirely without a retroactive Agreement and Notice to Proceed effective April 1, 2020. Agreement for Services No. 4825 is for two years and a total not to exceed amount of \$64,834. The monthly rate is held at \$2,285 throughout the term with a \$10,000 as-needed allowance for deep cleaning needs above and beyond their normal routine cleaning services (special event clean-ups, etc). It is not anticipated this full amount for as-needed services will be expended.

It's recommended the Board make findings that due to the temporary or occasional nature of the remote work it is in recommended to contract out, in accordance with Chapter 3.13, Section 3.13.030 of the County Contracting Out Ordinance, for janitorial services for a facility outside the main government center locations. The El Dorado Hills Senior Center qualifies as a remote location and County janitorial staff have never serviced there prior.

ALTERNATIVES

Should the Board decline this retroactive Agreement and Notice to Proceed the County shall be unable to pay the Contractor for services rendered during this urgent time-frame.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

The agreement has been budgeted in the current Fiscal Year and will be budgeted for in subsequent Fiscal Years. 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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