



## Legislation Text

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**File #:** 20-0932, **Version:** 1

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Health and Human Services Agency recommending the Board:

- 1) Approve and authorize the Chair to sign Amendment 1 to Agreement for Services 3263 with Pro-Line Cleaning Services, Inc. for the provision of supplemental janitorial services for the West Slope main campus offices located at 3047 and 3057 Briw Road, with no change to the term of September 1, 2018 through August 31, 2021, with an increase of \$50,000 to the current maximum obligation with a new total maximum obligation of \$277,000;
- 2) Make findings in accordance with County Ordinance 3.13.030 criteria C and G, that it is appropriate to contract with Pro-Line Cleaning Services, Inc. for supplemental janitorial services provided under this Amendment because of the temporary and urgent nature of the work; and
- 3) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 3263, 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:** Multiple Funding Sources: 21% Reimbursed by the Indirect Cost Rate through HHSA Programs, 20% Federal, 10% State, 11% Realignment, and 38% General Fund.

**DISCUSSION / BACKGROUND:**

The Centers for Disease Control has released their *Interim Guidance for Business and Employers Responding to Coronavirus Disease 2019 (Covid-19)*, which references *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Business, Schools, and Homes*. The guidance states that "frequent disinfection of surfaces and objects touched by multiple people is important." In addition, the Board of Supervisors Policy E-11 (File ID: 20-0821, 06/30/20) defines guidelines for the cleaning and disinfecting of all County facilities due to COVID-19. In order for the Health and Human Services Agency (HHSA) to be in compliance with said policy and CDC guidelines, HHSA must amend its contracts with Pro-Line Cleaning Services (Pro-Line).

The County contracts with Pro-Line to clean the HHSA main campus offices located at 3047 and 3057 Briw Road (File ID: 18-1262). This Amendment to the existing Pro-Line Agreement adds daily supplemental cleaning services to the facility, thereby increasing the maximum obligation. The supplemental cleaning services can be terminated during the term of the Agreement, upon seven (7) days written notice, but the expiration date of the original Agreement remains unchanged.

In accordance with Board of Supervisors Procurement Policy C-17, Section 7.11, the contractor selection process for service contracts in excess of \$100,000 must include a review of the scope of services and contractor's professional qualifications by a group of individuals (including at least one representative from outside the department requesting the services) qualified to judge the contractor's ability to perform the services. HHSA has documentation on file that such a review was performed for Agreement 3263 Amendment 1 with Pro-Line.

**ALTERNATIVES:**

The Board could choose to approve or decline this Amendment. Should the Board decline to approve this Amendment, Pro-Line will continue to provide services through the existing Agreement,

but will be unable to provide supplemental cleaning services requested. HHSA will need to identify other means to provide the COVID-19 related supplemental cleaning.

**PRIOR BOARD ACTION:**

08/28/18, 18-1262, HHSA Pro-Line Agreement 3263

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

Approved by County Counsel, Human Resources, and Risk Management

**CAO RECOMMENDATION:**

Approve as recommended.

**FINANCIAL IMPACT:**

There is no Net County Cost associated with this Pro-Line janitorial amendment. Appropriations have been included to cover the cost of this amendment in the Fiscal Year 2020-21 approved Recommended Budget and will be included in future fiscal year budgets as necessary. HHSA plans to request reimbursement through the CARES Act for COVID-19 related services provided through 12/31/20.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) Clerk of the Board to obtain signature of Chair on two (2) original Amendments to Agreement 3263; and
- 2) Clerk of the Board to return one (1) fully executed Amendment to the HHSA Contracts Unit at 3057 Briw Road, Suite B.

**STRATEGIC PLAN COMPONENT:**

Good Governance

**CONTACT**

Don Semon, Director