



Legislation Text

File #: 21-1204, **Version:** 1

Health and Human Services Agency (HHSA) recommending the Board:

- 1) Make findings in accordance with County Ordinance 3.13.030 that it is appropriate to contract with Pro-Line Cleaning Services, Inc. for the provision of janitorial services, for the Health and Human Services Agency facilities located at 3047 Briw Road and 3057 Briw Road Placerville, California, under Agreement 5780 because (A) the provision of these services are more economically and feasibly performed by outside independent Contractors at these facilities;
- 2) Approve and authorize the Chair to sign Agreement for Services 5780 with Pro-Line Cleaning Services, Inc., in the amount of \$275,844, for the term of three (3) years from September 1, 2021 through August 31, 2024; and
- 3) Authorize the Director of HHSA, or designee, to execute further documents relating to Agreement 5780, contingent upon approval by County Counsel and Risk Management, including amendments which do not increase the maximum dollar amount or term of the Agreement.

FUNDING: 21% Reimbursed by the Indirect Cost Rate through HHSA Programs, 20% Federal, 10% State, 11% Realignment, and 38% General Fund.

DISCUSSION / BACKGROUND:

The Health and Human Services Agency Administrative offices and some of its programs are located in two (2) adjacent leased buildings in Placerville that are 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 at the two buildings located at 3047 and 3057 Briw Road, with satisfactory performance during that time. To ensure consistency and efficiency, services at these adjacent locations are combined into the recommended Agreement. This proposed Agreement with Pro-Line is a renewal of Agreement 3263 approved by the Board on August 28, 2018 (File 18-1262) and its Amendment I approved by the Board on August 4, 2020 (File 20-0932) to provide the services described in Agreement 5780. The proposed Agreement would ensure continuation of necessary janitorial services without any service interruption.

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 5780 with Pro-Line Cleaning Services, Inc.

Additionally, Government Code Section 31000 states that, "the Board of Supervisors may contract for special services, including custodial matters, if the board finds that the site 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." It was previously determined by working with the Chief Administrative Office, Facilities Division, that County janitorial staff have not serviced, nor do they have the capacity to service the leased buildings located at 3047 and 3057 Briw Road in Placerville. Therefore, janitorial services are 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) 08/28/18, 18-1262, Approval of Agreement 3263
- 2) 08/04/20, 20-0932, Approval of Amendment I to Agreement 3263

OTHER DEPARTMENT / AGENCY INVOLVEMENT:

Approved by County Counsel, Risk Management, and Human Resources.

CAO RECOMMENDATION:

Approve as recommended.

FINANCIAL IMPACT:

There is no change to net county cost associated with this agenda item. This Agreement for Services is a renewal of a prior agreement and continues to be funded with Federal, State, and Indirect Cost Rate based on prorated FTE share of costs. Sufficient revenue and appropriations were included in the Fiscal Year 2021-22 Budget, and will be included in future budgets throughout the term of this 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 #5780; and
- 2) Clerk of the Board to return one (1) fully executed Agreement to HHSA Contracts Unit at 3057 Briw Rd, Suite B.

STRATEGIC PLAN COMPONENT:

N/A

CONTACT

Don Semon, Director, Health and Human Services Agency