



## Legislation Text

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**File #:** 21-1402, **Version:** 1

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Health and Human Services Agency 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 services provided under Agreement 5855 because (A) “these services are more economically and feasibly performed by outside independent Contractors;”
- 2) Approve and authorize the Chair to sign Agreement for Services 5855 with Pro-Line Cleaning Services, Inc., for the provision of janitorial services for the County of El Dorado Health and Human Services Agency facilities located at 6435 Capitol Avenue, Diamond Springs, CA 95619, in the amount of \$114,492, for the term of three (3) years from October 1, 2021 through September 30, 2024; and
- 3) Authorize the Director of Health and Human Services, or designee, to execute further documents relating to Agreement 5855, contingent upon County Counsel and Risk Management approval, including amendments which do not increase the maximum dollar amount or term of the Agreement.

**FUNDING:** 55% General Fund, 38% Fees for service, 7% Realignment.

**DISCUSSION / BACKGROUND:**

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 Animal Services located at 6435 Capitol Avenue in Diamond Springs. Due the remote location, janitorial services are more economically and feasibly performed by an independent contractor. Furthermore, HHSA has maintained a contractual relationship with Pro-Line since 2009 for janitorial services at the Animal Services facility with satisfactory performance.

This proposed Agreement with Pro-Line is a renewal of Agreement 3268 approved by the Board on September 25, 2018 (File 18-1290) and its Amendment I approved by the Board on August 4, 2020 (File 20-0933) to provide the services described in Agreement 3268. 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 5855 with Pro-Line.

**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 janitorial services.

**PRIOR BOARD ACTION:**

- 1) 09/25/18, 18-1290, Approval of Agreement 3268
- 2) 08/04/20, 20-0933, Approval of Amendment I to Agreement 3268

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

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

**CAO RECOMMENDATION:**

Approve as recommended.

**FINANCIAL IMPACT:**

This Agreement for Services is a renewal of a prior agreement and continues to be funded with 55% General Fund, 38% Fees for service, and 7% Realignment. Sufficient 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 #5855; 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