



## Legislation Text

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**File #:** 22-0783, **Version:** 1

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Chief Administrative Office, Facilities Division, recommending the Board:

- 1) Authorize the Purchasing Agent to execute Agreement for Services 6565 with Spencer Building Maintenance, Inc. for a not-to-exceed amount of \$1,400,000 and a term of three years to provide routine and as-needed janitorial services at specified County buildings;
- 2) Make findings pursuant to Ordinance Code, Section 3.13.030(a), El Dorado County Charter, Section 210(b)(6) and/or Government Code Section 31000 that such services provided by Contractor are in the public's best interest, and the work can be more economically and feasibly performed by an independent contractor than County employees; and
- 3) Authorize the Purchasing Agent, or designee, to execute any necessary amendments relating to Agreement for Services 6565, excluding term extensions and increases to the not-to-exceed amount, contingent upon approval by County Counsel and Risk Management.

**FUNDING:** General Fund.

### **DISCUSSION / BACKGROUND**

In December 2021, the Facilities Division of the Chief Administrative Office conducted a Request for Proposals (RFP) for countywide custodial services. The results from that RFP projected an estimated savings for the County between \$304,000 - \$508,000 annually when custodial services are contracted out. The projected savings also reflect a higher level of service than can currently be performed with existing staff in house, and assume the retention of only one (1) Custodial Supervisor to help oversee contracted vendors. Based on this agreement and other pending agreements for custodial services, it is currently estimated that contracting for custodial services will save the County at least \$360,000 annually.

Agreement for Services 6565 with Spencer Building Maintenance, Inc. provides for routine and on-call janitorial services at Buildings A, B, C, Agriculture, Agriculture Annex, Main Library, County-owned locations on Spring Street, Veterans Building, Museum, Parks Division, Alternate Public Defender and the Facilities Division Suites. Spencer Building Maintenance, Inc. was identified through the aforementioned RFP process. Their proposal provides great value based on the enhanced services included. In addition to comprehensive day-to-day services the contractor will also provide routine window (exterior and interior) cleaning along with carpet shampooing. On-call services include special deep cleaning/disinfecting and roof gutter cleaning.

Agreement for Services No. 6565 provides for a three-year term and a not-to-exceed amount of \$1,400,000. Year one routine services are established at \$422,352 and the agreement includes escalation language for years two and three based upon the California Consumer Price Index and/or the percentage increase in California minimum wage (whichever is greater). While those percentages are unknown, and difficult to project in this current climate, an approximation based upon annual 5% increases would leave \$68,535 for on call services such as gutter cleaning or special disinfecting tasks.

The Department requests that the Board make findings pursuant to Ordinance Code, Section 3.13.030(a), El Dorado County Charter, Section 210(b)(6) and/or Government Code Section 31000 that such services provided by Contractor are in the public's best interest, and the work can be more economically and feasibly performed by an independent contractor than County employees.

#### **ALTERNATIVES**

The Board could decline this agreement and the Division could seek a different vendor but this would cause a gap in janitorial services.

#### **PRIOR BOARD ACTION**

May 17, 2022; Legistar File No. 22-0864; Agenda Item No. 7: Chief Administrative Office, Facilities Division, recommending the Board approve and authorize the Chair to sign Resolution 073-2022 to delete 9.85 Full-Time Equivalent (FTE) Custodian and 1.0 FTE Sr. Custodian allocated positions and authorize the Human Resources Department to initiate and process a reduction in force.

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Human Resources, County Counsel, and Risk Management.

#### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

#### **FINANCIAL IMPACT**

There are sufficient appropriations in the Division's FY 2022-23 Recommended Budget for Agreement for Services 6565 from current custodial service costs that will be moved from salaries and benefits to services and supplies with the FY 2022-23 Adopted Budget revisions. The Division will include the agreement in future budget requests for the term of the agreement.

#### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

#### **STRATEGIC PLAN COMPONENT**

Infrastructure, Public Safety

#### **CONTACT**

Russ Fackrell

Facilities Division Manager