



## Legislation Text

**File #:** 11-0862, **Version:** 1

Department of Human Services recommending the Board consider the following pertaining to Paul Funk, dba Pro-Line Cleaning Services:

- 1) Find that it is more economical and feasible to contract out for custodial services for the Department of Human Services offices located at 3047 and 3057 Briw Road, Suite A in accordance with County Ordinance 3.13.030; and
- 2) Authorize the Chair to sign retroactive Agreement for Services 101-S1210 with Paul Funk dba Pro Line Cleaning Services in the not-to-exceed amount of \$143,640 for the term of July 19, 2011 through July 18, 2014 for the provision of selected custodial services for DHS Placerville offices located at 3047 Briw Road and 3057 Briw Road, Suite A.

**FUNDING:** Funded with a blend Federal and State funds (85%) with County share of cost or required match (15%) met primarily with realignment resources.

**BUDGET SUMMARY:**

Total Estimated Cost	\$143,640.00
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Funding

Budgeted	\$143,640.00
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New Funding	\$
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Savings	\$
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Other	\$
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Total Funding Available	\$143,640.00
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Change To Net County Cost	\$0.00
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Fiscal Impact/Change to Net County Cost: No change. The Agreement is funded with a blend of Federal and State funds with County share of cost or required match met primarily with realignment resources. Funds are budgeted for FY 2011-12 and will be budgeted for FY 2012-13 and FY 2013-14.

Compensation for Services: Payments to Contractor are made within 45 days following the County's receipt and approval of itemized invoices. Total billing rate is \$3,990 per month and shall be pro-rated for partial months of service.

Termination: Agreement includes the County's standard Fiscal Considerations termination language, as well as a provision for the County to terminate Agreement without cause in seven (7) calendar days upon written notice.

Retroactive Term: Request for Qualifications (RFQ) 11-910-048 for selected custodial services was issued by Procurement and Contracts on April 7, 2011. Addenda I was issued May 9, 2011 to extend the reply deadline date to May 23, 2011. Bid results were posted June 28, 2011. Pro-Line Cleaning Services was one of nine firms identified as qualified to provide the required custodial services. Agreement 101-S1210 was signed by the Contractor on July 13, 2011. Upon receipt of the signed

agreement, the Department immediately scheduled the item for the next available Board date.

**Background:** The Department of Human Services is located in a building that is not maintained by County custodial staff, necessitating in an agreement with an outside vendor for these services.

**Reason For Recommendation:** The Board is being asked to make findings that this independent Contractor, selected via RFQ 11-910-048, can more economically and feasibly perform the custodial services requested. Agreement 101-S1210 allows for the provision of necessary custodial services for the term of July 19, 2011 through July 18, 2014 with a not to exceed compensation of \$143,640 for the three-year period. The Agreement includes the County's standard "fiscal out" termination clause, as well as a provision for the County to terminate the agreement in seven (7) calendar days upon written notice. The affected bargaining unit was contacted by Human Resources regarding the contracting out of bargaining unit work. No objections were raised to the contract.

**Purchasing Agent Recommendations:** Procurement and Contracts prepared and issued Request for Qualifications 11-910-048 for the provision of selected custodial services. Pro-Line Cleaning Services was one of nine qualified respondents.

**Action to be Taken Following Board Approval:**

- 1) Chair to sign two (2) originals of Agreement 101-S1210
- 2) Board Clerk's Office to return one (1) original Agreement to DHS at Briw Road
- 3) Department to distribute as appropriate.

**Contact:** Daniel Nielson, Director 530/642-7275

**Concurrences:** County Counsel, Risk Management and Human Resources have approved Agreement for Services 101-S1210.