



BOARD OF SUPERVISORS
AGENDA LETTER

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Department Name: General Services
Department No.: 063
For Agenda Of: 01/08/2008
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Bob Nisbet, Director 568-1011
Paddy Langlands, Assistant Director 568-3096
SUBJECT: Janitorial Services Contract for Goleta Facilities

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions: That the Board of Supervisors approve and authorize the Chair to execute a janitorial service contract with Mendez Services, Inc. of Santa Barbara. This will be in the amount of \$7,795.00 per month for a total cost of \$116,925.00 for a fifteen (15) month period to run from April 1, 2008 through June 31, 2009.

Summary Text:

General Services went out to bid due to contract exceeding \$100,000.00 as a result of wage inflation increases. Services under the new contract are the same as the previous contractual services and include restroom cleaning and sanitizing, vacuuming or damp mopping of public floors, emptying of public trash receptacles, dusting, carpet cleaning and vacuuming or damp mopping in private areas of offices as per the Task Schedule.

Background:

In the Request for Proposal, vendors were asked to include alternate bids for several different options, including vacuuming once a week of private areas, which General Services is recommending this be included in the contract. The weekly vacuuming is cost effective in terms of preserving and extending the life of carpeting which is a very costly replacement item and per attached Exhibit 1, Service Locations & Bid Price Sheet, this will be done at no additional charge by Mendez Services, Inc.

Numerous janitorial companies were invited to bid via a Legal Notice posted in the Santa Barbara News Press on September 29th and 30th and October 1, 2007. The Bid Conference and walk through were held on Friday, October 5, 2007 and were attended by three (3) janitorial companies, all of whom placed bids for this contract. The bids were evaluated on ability to service the contract, experience and cost. A three person panel evaluated all three submitted bids and also held a one-hour interview with each of the bidders.

Of the three bids received, Mendez Services, Inc. was the lowest bid at \$7,795.00 per month. Upon verifying information provided it was found that this company was the most qualified. Therefore, General Services makes the recommendation to award the contract to Mendez Services, Inc. of Santa Barbara.

Fiscal and Facilities Impacts:

This will provide janitorial services to the Goleta County facilities for a period of fifteen (15) months to begin April 1, 2008 and ending June 30, 2009 with two (2) additional two (2) year extension options. The General Services Department conducted a competitive bid process for the provision of janitorial services in the County's 19 facilities located throughout Goleta. Janitorial services are provided at a base level plus Option 1, which includes weekly vacuuming of private areas as opposed to every other week listed in the base level.

Special Instructions: Forward the fully executed duplicate original contract and Minute Order to: Traci Lothery, General Services, Facilities Services Division.

Attachments:

Authored by: Traci Lothery, Departmental Assistant, Senior, 568-2639.

Contract Summary Form:

Contract Number: BC 08-075

Complete the information below, print this form, obtain the signature of the authorized departmental representative and submit this form to the Clerk of the Board with the contract package. See also: Contracts for Services Policy.

- D1. Fiscal Year : FY 07/08 and 08/09
- D2. Budget Unit Number : 063
- D3. Requisition Number : N/A
- D4. Department Name..... : General Services
- D5. Contact Person : Traci Lothery
- D6. Phone : 805.568.2639

- K1. Contract Type (*check one*): Personal Service Commodity Capital Project/Construction
- K2. Brief Summary of Contract Description/Purpose: Janitorial Service to Goleta facilities
- K3. Original Contract Amount : \$116,925
- K4. Contract Begin Date..... : 04/01/2008
- K5. Original Contract End Date..... : 06/30/2009
- K6. This Amendment Number..... : 00
- K7. - Total Previous Amendments : N/A
- K8. - This Amendment Amount..... : N/A
- K9. - Revised Total Contract Amount : N/A
- K10. - Revised End Date..... : N/A
- K11. Department Project Number..... : N/A

- B1. Is this a Board Contract (*Yes/No*)..... : Yes
- B2. Number of Workers Displaced (*if any*) : N/A
- B3. Number of Competitive Bids (*if any*)..... : 3
- B4. Lowest Bid Amount (*if bid*)..... : \$116,925
- B5. If Board waived bids, show Agenda Date : N/A
- B6. ... and Agenda Item Number : N/A
- B7. Boilerplate Contract Text Unchanged? (*Yes/No*): Yes

- F1. Encumbrance Transaction Code..... : N/A
- F2. Current Year Encumbrance Amount..... : N/A
- F3. Fund Number : 0001
- F4. Department Number : 063
- F5. Division Number (*if applicable*)..... : 1210
- F6. Account Number : 7080
- F7. Cost Center number (*if applicable*)..... : N/A

- F8. Payment Terms..... : Net 30
- V1. Auditor Vendor Number :
- V2. Payee/Contractor Name : Mendez Services, Inc.
- V3. Mailing Address..... : 406 West Figueroa Street
- V4. City..... : Santa Barbara
- V5. State (two letter)..... : CA
- V6. Zip (include +4 if known)..... : 93101
- V7. Telephone Number : 805.963.3117
- V8. Vendor's Federal Tax ID Number (EIN or SSN):. : 77-0536397
- V9. Contact Person : Rafael Mendez
- V10. Workers Comp Insurance Expiration Date..... : 10/01/2008
- V11. General Liability Insurance Expiration Date..... : 11/27/2008
- V12. Professional License Number..... : N/A
- V13. Verified by : Traci Lothery
- V14. Company Type (*Check one*): Individual Sole Proprietorship Partnership Corporation

This information has been reviewed and is complete and accurate as presented. Concurrences as required are represented by signature on the contract signature page.

Date: _____

Authorized Signature: _____