



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

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

Department Name: General Services
Department No.: 063
For Agenda Of: December 11, 2018
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Janette D. Pell, Director, (805) 560-1011
Director(s)
Contact Info: Scott Hosking, Facilities Manager, (805) 568-2533

SUBJECT: Renew Contracts and Amendments for Countywide Janitorial Services to Big Green Cleaning Company BC 17228 and BC 17229; All Districts

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Find, in accordance with Government Code § 31000, that the County does not have employee resources to complete the custodial work to be completed by Big Green Cleaning Company and that the County's economic interests are served by the attached contracts;
- b) Approve and authorize the Chair to execute the attached Amendment to BC17-228 with Big Green Cleaning Company (a local vendor) increasing the total contract amount by \$59,932.00 for a total contract amount not to exceed \$2,756,652.00 and renewing the term for the first twenty-four (24) month extension period beginning on January 1, 2019 and ending on December 31, 2020;
- c) Approve and authorize the Chair to execute the attached Amendment to BC17-229 with Big Green Cleaning Company (a local vendor) increasing the total contract amount by \$235,000.00 for a total contract amount not to exceed \$375,000.00 and renewing the term for the first twenty-four (24) month extension period beginning on January 1, 2019 and ending on December 31, 2020;
- d) Authorize the Director of General Services to approve amendment to BC17-228 with Big Green Cleaning Company in the amount not-to-exceed \$137,833.00 (5% of Contract);

- e) Authorize the Director of General Services to approve amendment to BC17-229 with Big Green Cleaning Company in the amount not-to-exceed \$18,700.00 (5% of Contract); and
- f) Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA guidelines because they consist of organization or administrative activities of governments that will not result in direct or indirect changes in environment.

Summary Text:

This item is on the agenda to extend BC17-228 with Big Green Cleaning Company for monthly, Countywide janitorial services and BC17-229 for supplies and additional, on-demand, Countywide janitorial services which are not covered in BC17-228 for an additional twenty-four (24) months. General Services went out to bid in October 2016 and both contracts were awarded to Big Green Cleaning Company. Since that time, Big Green has exceeded the expectations to handle the volume of cleaning and requests from County Personnel. Forty-one (41) onsite inspections were made and all Building Coordinators reported satisfactory or above comments.

Background:

The County will continue to receive basic janitorial services with BC17-228. The net increase to the County for the janitorial services is 2.2% when compared to current invoices for all of the buildings, which will receive services under Amendment 1.

In BC 17-229, Big Green Cleaning Company will provide janitorial supplies and additional, on-demand janitorial services that are not covered in BC17-228. Amendment 1 will provide for supplies and services such as emergency cleaning, additional floor care, chair cleaning, and furniture moving will be available to and paid for directly by departments. Amendment 1 will increase by \$235,000.00, not to exceed \$375,000.00.

If any future amendments are needed for change in scope, the Director of General Services will be authorized to modify within 5% of total contract for both BC17-228 and BC17-229.

Performance Measure:

General Services will continue to closely monitor the vendor's performance to ensure adherence to Section 7 Standard of Performance in the Agreement for Services of Independent Contractor. General Services will be conducting, at a minimum, thirty six (36) onsite inspections to monitor the vendor's responsiveness to requests and ability to keep County facilities at the level of cleanliness expected by the County.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

| <u>Funding Sources</u> | <u>FY 2018-2019 (6 Months)</u> | <u>FY 2019-2020 Annualized</u> | <u>FY 2020-21 (6 months)</u> | <u>Totals</u> |
|-------------------------------|---------------------------------------|---------------------------------------|-------------------------------------|----------------------|
| General Fund | \$ 517,249.60 | \$ 1,112,619.00 | \$ 556,309.60 | \$ 2,186,178.20 |
| State | 24,863.52 | 49,726.02 | 24,863.52 | 99,453.06 |
| Federal | 92,736.36 | 185,472.72 | 92,736.36 | 370,945.44 |
| Fees | 23,439.60 | 46,879.20 | 23,439.60 | 93,758.40 |
| Other: | 1,578.96 | 3,158.94 | 1,578.96 | 6,316.86 |
| Total | \$ 659,868.04 | \$ 1,397,855.88 | \$ 698,928.04 | \$ 2,756,651.96 |

The cost of janitorial services for departments with special revenue funds has been distributed based on the departments' calculations for funding sources. The remainder of the funding is from the General Fund. The amounts are budgeted in General Services and departmental budgets.

Key Contract Risks:

The County has had previous contractual relationships with this vendor and believes, based on past performance, they will meet the County's professional services' needs.

Staffing Impacts:

None.

Special Instructions:

Please send one (1) fully executed duplicate original of the Agreement and a Minute Order to Traci Lothery, General Services Facilities.

Attachments:

1. Amendment 1 to BC17-228 for Janitorial Services with Big Green Cleaning Company (one original and one duplicate original)
2. Amendment 1 to BC17-229 for Janitorial Supplies and Extra Services with Big Green Cleaning Company (one original and one duplicate original)

Authored by:

Traci Lothery, Department Business Specialist II, General Services