



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 13, 2016
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: General Services Janette D. Pell, Director, 560-1011
Contact Info: Janette D. Pell, Director, 560-1011

SUBJECT: Award Contracts for Countywide Janitorial Services to Big Green Cleaning Company; All Supervisorial Districts

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

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 Agreement 1 with Big Green Cleaning Company (a local vendor) in an amount not-to-exceed \$2,696,720 to provide Countywide janitorial services for the twenty-four (24) month period beginning on January 1, 2017 and ending on December 31, 2018;
- c) Authorize the Director of General Services to approve amendments to Agreement 1 with Big Green Cleaning Company in the amount not-to-exceed \$198,247;
- d) Approve and authorize the Chair to execute Agreement 2 with Big Green Cleaning Company (a local vendor) in an amount not-to-exceed \$140,000 to provide additional, on-demand Countywide janitorial services for the twenty-four (24) month period beginning on January 1, 2017 and ending on December 31, 2018; and
- e) Find that the proposed action does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA) pursuant to 14 CCR § 15378(b)(5) (Organizational or administrative activities of governments that will not result in direct or

indirect changes in the environment), and approve and direct staff to file a Notice of Exemption on that basis.

Summary Text:

This item is on the agenda to award to Big Green Cleaning Company Agreement 1 for monthly, Countywide janitorial services and supplies, and Agreement 2 for additional, on-demand Countywide janitorial services which are not covered in Agreement 1. General Services went out to bid in October 2016 and received responses from three companies. Of these companies, three returned bids, and Big Green Cleaning Company provided the best value to the County.

Background:

Under Agreement 1, the County will receive basic janitorial services, additional janitorial services not covered by the current contract, and janitorial supplies. Janitorial services to be provided under Agreement 1 which the County currently does not receive include, for example, cleaning kitchens, break rooms, window coverings, window sills, and expanded front entrance cleaning. Janitorial supplies were included in the competitive bid, and General Services determined that Big Green Cleaning Company can supply janitorial supplies at a more competitive cost than the current supplier.

The net increase to the County for the janitorial services included in Agreement 1 is 1.5% overall when compared to current invoices for all of the buildings that will receive services under Agreement 1. Agreement 1 with Big Green Cleaning Company will provide janitorial services for the North and South County facilities listed in Exhibits A-1 South County Service Locations and Costs and Exhibit A-2 North County Service Locations and Costs. Some of these locations currently receive janitorial services pursuant to contracts currently administered by General Services. Agreement 1 also includes fifteen buildings that currently receive janitorial services pursuant to Board contracts or purchase orders held by other County departments.

General Services requests authorization for the General Services Director to approve amendments to Agreement 1 which aggregate to no more than \$198,247. This authorization will allow, for example, additional buildings to be covered under Agreement 1 if needed.

Agreement 2 with Big Green Cleaning Company will provide additional, on-demand janitorial services that are not covered in Agreement 1. Under Agreement 2, services such as emergency cleaning, additional floor care, chair cleaning, and furniture moving will be available to and paid for directly by departments.

Combining into Agreement 1 and Agreement 2, the County's janitorial services and supplies will provide consistent terms and conditions instead of numerous purchase orders and Board contracts. Agreement 1 and Agreement 2 also more accurately reflect the procurement of services that may aggregate to more than \$100,000 in a fiscal year and reduce the redundancy of effort in taking several separate items to the Board or processing multiple purchase orders.

Performance Measure:

General Services will 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 monitoring 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 2016-2017</u> <u>Current FY Cost:</u>	<u>FY 2017-2018</u> <u>Annualized</u>	<u>FY 2018-2019</u> <u>(6 months)</u>	<u>Totals</u>
General Fund	\$ 618,920.00	\$ 1,237,839.00	\$ 618,920.00	\$ 2,475,679.00
State	\$ 24,376.00	\$ 48,751.00	\$ 24,376.00	\$ 97,503.00
Federal	\$ 90,918.00	\$ 181,836.00	\$ 90,918.00	\$ 363,672.00
Fees	\$ 22,980.00	\$ 45,960.00	\$ 22,980.00	\$ 91,920.00
Other:	\$ 1,548.00	\$ 3,097.00	\$ 1,548.00	\$ 6,193.00
Total	\$ 758,742.00	\$ 1,517,483.00	\$ 758,742.00	\$ 3,034,967.00

Based on the term of the Agreements, the cost of janitorial services for Agreement 1 and Agreement 2 have been combined and distributed over a six month period in FY 2016-2017, a twelve month period in FY 2017-2018, and a six month period in FY 2018-2019. Agreement 1 is \$2,696,720 (base bid at \$1,982,472, day porters at \$214,248, and estimated supplies at \$500,000), the requested authorization of 10% of the base bid is \$198,247, and Agreement 2 is \$140,000 for a grand total of \$3,034,967.

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 Scott Hosking, General Services Facilities.

Attachments:

1. Agreement 1 for Janitorial Services with Big Green Cleaning Company (one original and one duplicate original)
2. Agreement 2 for Additional Janitorial Services with Big Green Cleaning Company (one original and one duplicate original)
3. Notice of Exemption (CEQA)

Authored by:

Anne Fearon, Special Projects Manager