



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: Social Services
Department No.: 044
For Agenda Of: June 23, 2015
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Daniel Nielson, Director (805) 346-7101
Director(s)
Contact Info: Molly Marino, Division Chief (805) 681-4588
SUBJECT: Agreement with All Ways Clean for Janitorial Services

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

1. Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with All Ways Clean in the amount not to exceed \$118,860.00 to provide janitorial services for the Department of Social Services Santa Maria leased facilities as well as space acquired at the Betteravia complex after the countywide janitorial contract for COUNTY owned buildings was executed, for the period of July 1, 2015 through June 30, 2016; and
2. Determine that the approval and execution of the Agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that the execution of the Agreement is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activities are not subject to CEQA.

Summary Text:

This item is on the agenda in order to authorize the Chair to execute an Agreement with All Ways Clean to provide the Department of Social Services (DSS) janitorial services for three (3) Santa Maria Offices (86,684 sq ft) and space acquired at the Betteravia complex after the countywide janitorial contract for county owned buildings was executed . Of the informal bids received, All Ways Clean was 22% less than the next lowest bidder, making All Ways Clean the lowest responsible and responsive quote with a

total monthly cost of \$9,905.00 or \$0.11 per square foot. It is the recommendation of DSS to authorize and execute this Agreement with All Ways Clean.

Background:

The DSS contracts out the janitorial services for its leased facilities in Santa Maria as they are not included in the countywide janitorial contract for COUNTY owned buildings. The DSS recently requested quotes for services for its three (3) Santa Maria leased Offices and space acquired at the Betteravia complex after the countywide janitorial contract for COUNTY owned buildings was executed. All Ways Clean was 22% less than the next lowest bidder with a quote for a total monthly cost of \$9,905.00.

The janitorial services specifications are described in the attached Agreement and Task Schedule for each location. Tasks include: restroom cleaning and sanitizing, vacuuming or damp mopping floors, emptying public receptacles, dusting, and carpet cleaning.

Performance Measure:

The performance measures are prescribed in the attached Task Lists for each office location.

Fiscal and Facilities Impacts:

Budgeted: Yes **Fiscal Analysis:**

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund		\$ 4,919.00	
State		\$ 57,974.00	
Federal		\$ 52,270.00	
Fees			
Other: Fund Balance		\$ 3,697.00	
Total	\$ -	\$ 118,860.00	\$ -

Narrative:

The funding for these costs is provided through a combination of State (48.8%), Federal (44%), General Fund (4.1%), and Fund Balance (3.1%). Funding for FY 15-16 is included in the Department’s recommended budget.

Key Contract Risks:

The Risk Assessment worksheet has been completed and determined to be Medium Risk as All Ways Clean is a new contractor for DSS. All Ways Clean has been in business since 1999, with an office branch in Santa Maria. All references gave the company an outstanding record.

Staffing Impacts:

Legal Positions:
None

FTEs:
None

Special Instructions:

Please send one (1) duplicate original Agreement, and a copy of the minute order to:

Department of Social Services
Attn: Contracts Coordinator, 3rd Floor
2125 S. Counterpointe Parkway
Santa Maria, CA 93455

Attachments:

1. Agreement for Services of Independent Contractor

Authored by:

Molly Marino, Facilities Division Chief
Tricia Beebe/ Emma Duncan Contracts Coordinators

cc: