



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: Probation Department
Department No.: 022
For Agenda Of: March 3, 2009
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Patricia J. Stewart, Chief Probation Officer
Director(s)
Contact Info: Beverly A. Taylor, Deputy Chief Probation Officer, 739-8603

SUBJECT: **Contract for laundry service at the Susan J. Gionfriddo Juvenile Justice Center, Santa Maria Juvenile Hall (SMJH), and at the Los Prietos Boys Camp and Los Prietos Boys Academy (LPBC/LPBA).**

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- A. Approve and execute the attached contract with American Cleaners and Laundry to provide laundry services at the SMJH and at the LPBC/LPBA for the remainder of Fiscal Year (FY) 08-09, with a not to exceed amount of \$160,000.

Summary Text:

During FY 07-08, American Cleaners and Laundry provided services to the SMJH (\$76,104), while the Sheriff's Department provided laundry services for the Santa Barbara Juvenile Hall and for the LPBC/LPBA (\$49,525). In preparation for FY 08-09 contracts, a review of service level and an analysis of anticipated increased costs were conducted, and it was determined that a consolidated service contract in FY 08-09 with American Cleaners and Laundry would be more cost effective. The Department initiated a purchase contract, as in prior years, and inadvertently failed to pursue a Board Contract when the combined cost of services under one vendor exceeded the maximum \$100,000 limit. Consequently, in order to correct this policy issue the Department is initiating a mid-year contract. The total contract amount was correctly projected when preparing the 08-09 budget, and no new funds are being requested.

Background:

The Probation Department houses up to 120 detainees on a daily basis at the SMJH and up to 75 wards at the LPBC/LPBA. Probation is responsible for providing personal clothing and footwear to the youth

who are admitted to the facilities under Probation’s care and custody. Pursuant to the Corrections Standards Authority’s (CSA) Minimum Standards outlined in Title 15, beginning in Article 10, Probation shall ensure that clothing is clean, reasonably fitted, durable, easily laundered, and in good repair. Clothing shall consist of, but is not limited to, socks and serviceable footwear, outer garments, and undergarments that are freshly laundered and free of stains, including shorts and tee shirts for males, and bra and panties for females. At LPBC/LPBA, Probation issues additional clothing essential for wards to perform special work assignments. Outer garments are exchanged once per week, whereas undergarments and socks are exchanged daily. Additionally, the Standards require that there shall be a quantity of clothing, bedding, and linen available for actual and replacement needs of the facility population. Each detainee/ward also receives one pillow and pillow case, two sheets, a towel, and one to two blankets depending upon climatic conditions. By accepted policy, linens are laundered weekly and blankets once per month.

In 2008, there were 2,515 admissions to the SMJH (countywide numbers), with an average length of stay that varies from 5 to 17 days. Given the bed turnover at the SMJH, the requirement to launder clothing, linens, and blankets will exceed the state guidelines outlined above. In the same time period, there were 169 youth committed to the LPBC/LPBA. Although the number of bed turnovers in the Camp programs are minimal compared to SMJH, the occasional removals will account for additional laundry usage.

The SMJH has only limited laundry facilities for the laundering of undergarments, and for basic housekeeping. Water usage restrictions at the Camp preclude in-house laundry services. A service contract for large scale institutional laundry requirements is necessary to comply with CSA Standards.

Performance Measure:

Contractor shall complete inventory control sheet to maintain quality/quantity control.

The Institutions Division will reduce this contract by 10% in FY 09-10, by implementing in-house cost saving measures.

Fiscal and Facilities Impacts:

Budgeted: No **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	\$160,000	\$160,000	
State			
Federal			
Fees			
Other:			
Total	\$ 160,000.00	\$ 160,000.00	\$ -

Narrative:

The total funds for this contractor were included in the FY 08-09 Budget under Services and Supplies, line item 7460.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please send three (3) fully executed originals of the contract and one (1) Minute Order to:
Michael Cameron, Probation Department, 117 East Carrillo Street, Santa Barbara, CA 93101

Attachments:

Attachment A: Probation Department Mandates

Attachment B: American Cleaners and Laundry Contract (3 originals)

Authored by:

Beverly A. Taylor, Deputy Chief Probation Officer

cc: American Cleaners and Laundry