



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: 10/20/15
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Daniel Nielson, Social Services Director
Director(s) (805) 346-7101
Contact Info: Molly Marino, Division Chief (805) 681-4588

SUBJECT: All Ways Clean Agreement Amendment

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, the County does not have employee resources to complete the custodial work currently being completed by All Ways Clean and that the County's economic interests are served by the attached amendment.
- b) Approve and authorize the Chair to execute an amendment to the Agreement with All Ways Clean for additional janitorial services for the Department of Social Services Santa Maria leased facilities, for the period of July 1, 2015 through June 30, 2016, increasing the agreement by \$2,520.00 for a total amount not to exceed \$121,380.00.
- c) Determine that the approval and execution of the Amendment to 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 MOU 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 approve the amendment to the All Ways Clean Agreement. On June 23, 2015, your Board approved the initial Agreement with All Ways Clean to provide the Department of Social Services (DSS) janitorial services for three (3) leased Santa Maria Offices not included in the countywide janitorial contract for county owned buildings.

The Workforce Resource Center (WRC) houses our CalWORK’s and Welfare to Works’ Intake Operations and is subject to a high volume of traffic. This amendment increases the cleaning services in these public restrooms from three (3) to five (5) days a week (\$1,020). It also provides funding for situations that call for emergency cleaning services (\$1,500) for a total increase of \$2,520. This amendment to the All Ways Clean Agreement covers the cost of the additional cleaning services for the remainder of the fiscal year.

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. DSS 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 making All Ways Clean the lowest responsible and responsive quote.

The janitorial services specifications are described in the attached Amended Agreement and Task Schedule for each location. Tasks now include: daily restroom cleaning for the CalWORK’s/Welfare to Work public restrooms and emergency cleaning services.

To approve the Amended Agreement with All Ways Clean, Government Code § 31000 requires the Board to find that the County does not currently have employee resources to complete the custodial work currently being completed by All Ways Clean and that the County’s economic interests are served by the attached contracts because the County does not currently have staffing for large scale janitorial services and has contracted with outside vendors for these types of services for many years.

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	\$ 5,023.00		
State	\$ 59,203.00		
Federal	\$ 53,378.00		
Fees			
Other: Fund Balance	\$ 3,776.00		
Total	\$ 121,380.00	\$ -	\$ -

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. Centerpointe Parkway
Santa Maria, CA 93455

Attachments:

1. Amendment to Agreement of Independent Contractor – All Ways Clean

Authored by:

Molly Marino, Facilities Division Chief
Emma Duncan Contracts Coordinators