



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

Stamp

Department Name: Public Health
Department No.: 041
For Agenda Of: July 1, 2014
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Takashi M. Wada, MD, MPH, 681-5105
Director(s)
Contact Info: Anne M. Fearon, 681-5171
SUBJECT: Janitorial Services Agreement for Calle Real Campus

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) Approve and authorize a service agreement with Big Green Cleaning Company in the amount of \$285,096. The agreement will provide janitorial services to Public Health Department buildings on the Calle Real campus for a period of two years to begin July 1, 2014 and end June 30, 2016 with two additional two year extension options.
- b) Determine that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guideline Section 15301, as it involves the maintenance of existing public structures that will result in no or negligible expansion of existing use.

Summary Text:

The Public Health Department distributed a Request for Proposal for the provision of janitorial services for the Calle Real campus, consisting of four buildings. Of the six bids received, Big Green Cleaning Company, a local vendor, was the lowest responsible and responsive bid at \$11,879.00 per month. Upon verifying information provided, it was found that this company met all requirements. In addition, this company is successfully meeting the requirements for janitorial services provided to other South County facilities as per a General Services agreement approved by your Board on October 15, 2013. It is the Public Health Department's recommendation to award this agreement to Big Green Cleaning Company.

Background: The Public Health Department has contracted out its Calle Real janitorial services since 2008. The Department recently developed a Request for Proposal which was sent to all known potential bidders and was posted on the Purchasing website for 10 days. Six responses were received. Of the six, two had business offices in Santa Barbara County. Big Green Cleaning Company, a local vendor, was the lowest responsible and responsive bid at \$11,879.00 per month.

The janitorial services specifications are described in the attached Agreement and Task Schedule. Tasks include: restroom cleaning and sanitizing, vacuuming or damp mopping floors, emptying public receptacles, dusting, and carpet cleaning. More stringent cleaning requirements are needed in certain sections of the buildings due to their use as a medical facility and are detailed in the Agreement and Task Schedule.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

The funding for these costs is provided through a combination of State and Federal grants, Medi-Cal, Medicare, and other patient service funding and is contained as part of the Public Health Department's FY 2014-15 adopted. Funding for this Agreement is budgeted as an on-going expense and is budgeted in FY 14-15 Fund 0042, Dept. 041, line item 7080.

This action does not have any facilities impacts.

Staffing Impacts:

Legal Positions:

0

FTEs:

0

Special Instructions:

Please contact PHDCU@sbcphd.org upon signature of two (2) original agreements and creation of the Minute Order for immediate pick-up of one (1) executed original agreement and Minute Order.

Attachments:

1. Big Green Cleaning Company Agreement with attachments

Authored by:

Anne M. Fearon