



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, 2022
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Janette D. Pell, Director, 805-560-1011
Director(s)
Contact Info: Lynne Dible, Assistant Director/CFO, 805-602-7649
Scott Hosking, Facilities Manager, 805-896-2902

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

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) 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 for such services;
- b) Approve and authorize the Chair to execute Agreement 1 for Services of Independent Contractor with Big Green Cleaning Company (a local vendor) in a base contract amount of \$5,480,500.00, to provide Countywide janitorial services for the twenty-four (24) month period beginning on January 1, 2023, and ending on December 31, 2024;
- c) Authorize the Director of General Services, or designee, to approve amendments to Agreement 1 with Big Green Cleaning Company, in an aggregate amount not to exceed \$548,050.00 (i.e., 10% of the base contract amount), for a total not-to-exceed contract amount of \$6,028,550.00.
- d) Approve and authorize the Chair to execute Agreement 2 for Services of Independent Contractor with Big Green Cleaning Company in the base contract amount of \$564,280.00 to provide Countywide on-demand custodial services and supplies for the twenty-four (24) month period beginning on January 1, 2023, and ending on December 31, 2024;

- e) Authorize the Director of General Services, or designee, to approve amendments to Agreement 2 with Big Green Cleaning Company in an aggregate amount not to exceed \$56,428.00.00 (i.e., 10% of the base contract amount), for a total not-to-exceed contract amount of \$620,708.00.
- f) Find that the proposed contract approvals do not constitute a “Project” within the meaning of the California Environmental Quality Act pursuant to 14 CCR 15378 (b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment).

Summary Text:

This item is on the agenda to award Big Green Cleaning Company Agreement 1 for regular Countywide janitorial services, and Agreement 2 for all necessary supplies for regular janitorial services as well as additional, on-demand Countywide janitorial services not covered by Agreement 1 (collectively, the “Agreements”). In October 2022, General Services, Purchasing (“Purchasing”) invited bids and received proposals for such services and supplies from three (3) companies. Based on the evaluations, Big Green Cleaning Company met the County’s qualifications and experience requirements, while also providing the best value to the County. Based on findings after reviewing the proposals, Purchasing recommends awarding the aforementioned contracts to Big Green Cleaning Company.

Background:

Agreement 1 with Big Green Cleaning Company will provide janitorial services outlined in Bid Document #1 – A, for the North and South County facilities listed in Bid Document #1 - B. All of these locations currently receive janitorial services pursuant to contracts currently administered by General Services and Behavioral Wellness. Agreement 1 also includes fifteen buildings that currently receive janitorial services pursuant to Board contracts or purchase orders held by other County departments, or are newly added locations.

Agreement 2 with Big Green Cleaning Company will include the purchase of supplies by Big Green Cleaning Company to, for example, re-stock bathroom paper products, sanitizing cleaners, trash bags and similar supplies. Agreement 2 also provides for 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 County departments as needed.

General Services requests authorization for the General Services Director to approve amendments to the Agreements in respective aggregate amounts of no more than ten percent (10%) of the original amount of each contract. This authorization will allow, for example, additional buildings and related supplies to be covered under the Agreements, if needed, without returning to the Board for approval of a separate amendment.

Combining the janitorial services and supplies needs of various County departments into the Agreements provides consistent terms and conditions under one contract instead of executing numerous purchase orders and Board contracts. The Agreements also provide visibility into the procurement of services that will cost, in the aggregate, more than \$200,000 in a fiscal year, and reduces the redundancy of effort in taking several separate items to the Board, or processing multiple purchase orders for similar services.

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, together with Behavioral Wellness, 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:

Funding Source	1/23 - 12/23		1/24 - 12/24		2 year total
	Agreement 1	Agreement 2	Agreement 1	Agreement 2	Agreement 1 & 2
Including Funds through the Cost Allocation Plan (CAP)					
General Fund	\$ 1,352,802.00	\$ 115,537.00	\$ 1,400,254.00	\$ 121,315.00	\$ 2,989,908.00
Public Health	\$ 526,992.00		\$ 545,436.00		
First Five	\$ 2,856.00		\$ 2,952.00		
Probation (9% State Funded)	\$ 17,112.00		\$ 17,712.00		
State Funding	\$ 546,960.00	\$ 36,819.00	\$ 566,100.00	\$ 38,660.00	\$ 1,188,539.00
Social Services	\$ 328,884.00		\$ 340,032.00		
Be Well	\$ 464,604.00		\$ 480,864.00		
Federal Funding	\$ 793,488.00	\$ 122,902.00	\$ 820,896.00	\$ 129,047.00	\$ 1,866,333.00
Total	\$ 2,693,250.00	\$ 275,258.00	\$ 2,787,250.00	\$ 289,022.00	\$ 6,044,780.00

Narrative:

Narrative: Agreement 1 and Agreement 2 with Big Green are countywide Agreements for the two-year period beginning in January 2023 and ending in December 2024. The Agreements provide services for multiple departments and locations, with various funding sources budgeted to cover the costs. Funding for these services is included in the FY 2022-23 Approved Budget, and is a recurring operational cost to be included in the FY 2023-24 Budget and FY 2024-25 Budget based on the approved rates and scope of services.

Key Contract Risks:

The County has had previous contractual relationships with this vendor and believes, based on past performance, that this vendor will meet the County’s Janitorial needs.

Staffing Impacts:

None

Special Instructions:

Please send one (1) fully executed duplicate original of the Agreement and a Minute Order to Karen Leichtweis, General Services at kleichtweis@countyofsb.org, one (1) copy to Phung Loman, General Services at ploman@countyofsb.org

Attachments:

Agreement 1 - for Services of Independent Contractor with Big Green Cleaning Company for Janitorial Services

Agreement 2 - for Services of Independent Contractor with Big Green Cleaning Company for On-Demand Services and Cleaning Supplies

Authored by:

Karen Leichtweis, Phung Loman and Lynne Dible, General Services