



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: April 9, 2019
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: Scott Hosking, Facilities Manager, (805) 568-2533

SUBJECT: Amendment for Countywide Janitorial Services to Big Green Cleaning Company
BC 17228; All 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;
- b) Approve and authorize the Chair to execute the attached Third Amendment to BC17-228 with Big Green Cleaning Company (a local vendor) increasing the total contract amount by \$2,756,652.00 for a total contract amount not to exceed \$5,453,372.00;
- c) Authorize the Director of General Services to approve amendment to BC17-228 with Big Green Cleaning Company in the amount not-to-exceed \$272,668.60 (5% of Contract); and
- d) Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA guidelines because they consist of organization or administrative activities of governments that will not result in direct or indirect changes in environment.

Summary Text:

This item went before the Board on December 11, 2018, to extend the monthly countywide janitorial services BC17-228 with the Big Green Cleaning Company for an additional twenty-four (24) months. Inadvertently, the total contract amount was not updated correctly so the contract needs to be amended correcting the not to exceed contract amount and resetting the 5% amendment authorization for the Director of General Services.

Background:

On December 11, 2018, the First Amendment to the Big Green Cleaning Company was taken to the Board. The First Amendment extended the contract for an additional twenty-four (24) months and increased the contract amount by \$59,932.00 for a total two year extension in the amount of \$2,756,652.00. The not to exceed amount was in error. The not to exceed amount should be the original contract amount of \$2,696,720.00 plus the extended two year contract amount of \$2,756,652.00, for a total not to exceed of \$5,453,372.00.

In order to continue to pay Big Green for services rendered as this error was corrected, pursuant to authority granted by the Santa Barbara County Board of Supervisors on December 11, 2018, the Director of General Services increased the total Contract amount by \$137,833 (Second Amendment).

The Third Amendment (Attachment 1) for contract BC17-228 corrects the not to exceed amount of \$2,756,652.00 to \$5,453,372.00.

It is recommend that if any future amendments are needed for change in scope, the Director of General Services will be authorized to modify within 5% of total contract for BC17-228, in an amount not to exceed \$272,668.60.

Performance Measure:

General Services will continue to 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 will be conducting, at a minimum, thirty six (36) onsite inspections to monitor 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 Sources	FY 2018-2019 (6 Months)	FY 2019-2020 Annualized	FY 2020-21 (6 months)	Totals
General Fund	\$ 517,249.60	\$ 1,112,619.00	\$ 556,309.60	\$ 2,186,178.20
State	24,863.52	49,726.02	24,863.52	99,453.06
Federal	92,736.36	185,472.72	92,736.36	370,945.44
Fees	23,439.60	46,879.20	23,439.60	93,758.40
Other:	1,578.96	3,158.94	1,578.96	6,316.86
Total	\$ 659,868.04	\$ 1,397,855.88	\$ 698,928.04	\$ 2,756,651.96

The above are estimated costs of janitorial services for departments with special revenue funds has been distributed based on the departments’ calculations for funding sources. The remainder of the funding is from the General Fund. The amounts are budgeted in General Services and departmental budgets.

Key Contract Risks:

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

Staffing Impacts:

None.

Special Instructions:

Request the Chair of the Board to sign (2) original amendments, and the Clerk of the Board return (1) signed amendment and Minute Order to Traci Lothery, General Services Facilities.

Attachments:

1. Amendment 3 to BC17-228 for Janitorial Services with Big Green Cleaning Company (one original and one duplicate original)

Authored by:

Traci Lothery, Department Business Specialist II, General Services