



**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

Submitted on:
(COB Stamp)

Department Name: General Services
Department No.: 063
Agenda Date: June 3, 2025
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Kirk Lagerquist, Director
Contact: Lynne Dible, Assistant Director
SUBJECT: Multi-Department Master Service Agreements – All Districts

DocuSigned by:
Kirk Lagerquist
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County Counsel Concurrence

As to form: Yes

Other Concurrence: Procurement, Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve, and direct the Chief Procurement Officer ("Purchasing Agent") to execute and administer, the fiscal year 2025-2026 Master Service Agreements ("MSAs") with the contractors, and in the amounts, set forth in the attached Master Service Agreement Listing – June 3, 2025 (Attachment 1) for the services specified in the respective Statement(s) of Work attached as Exhibit A to such MSAs (Attachment 2); and
- b) Determine that the above actions are not a "project" and are exempt from California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA guidelines because they are organization or administrative activities of government that will not result in direct or indirect physical changes to the environment.

Summary Text:

The Master Service Agreements being established for fiscal year 2025-2026 contain specific services widely used amongst all County Departments that the Purchasing Agent will manage throughout the term. The MSAs listed on Master Service Agreement Listing – June 3, 2025 (Attachment 1) are substantially similar to the template Master Service Agreement for independent contractor services

exceeding \$200,000 in annual aggregate cost approved by the Board of Supervisor on January 10, 2023 ("MSA Template"). Each MSA listed on Master Service Agreement Listing – June 3, 2025 provides for certain independent contractor services as specified in the Statement(s) of Work attached as Exhibit A to such MSAs (Attachment 2), and may include other terms and conditions on file and approved by County Counsel and Risk Management, as appropriate. Below and included as Attachment 1 is a brief summary of the services to be provided:

1. **Coastal Copy, Inc.** - Contractor provides service, parts, and labor for printing related tasks throughout the County. They will also include travelling to certain locations to help fix printers, scanners, and copiers as well as remote monitoring to ensure equipment is functioning properly.
2. **BMAK, Inc., dba CompuWave, Inc** - Contractor is a distributor of software licenses for multiple products used Countywide. The functionality of the software purchases include, but are not limited to, Adobe licenses for document editing, document storage and filling, eSignature, Workload platform utilizing cloud features, Microsoft applications (Word, Excel, PowerPoint, etc.), IT security, and data integrations.
3. **Consortium Media Services** - Contractor provides media content creation revolved around department objectives to inform and educate individuals throughout the County about important health-related topics. Vendor also provides organized Campaign goals that increase community awareness and engagement to those who receive this information and utilizes tools, such as radio, to reach the target audiences.
4. **Herencia Indigena LLC** - Contractor provides interpretation services throughout Santa Barbara County. Interpreters/advocates will facilitate in communication between parties, assist with appointments with patients, and perform other Mixteco to English tasks such as providing educational materials.
5. **Marborg Industries** - In addition to trash and waste-related services, Contractor also provides other non-standard services including, but not limited to, street sweeping services, special item hauls, equipment repair, and temporary fencing. Certain rental equipment such as portable bathrooms and washing stations are also included.
6. **Mark Crane's Tree, Inc.** - Contractor provides tree-related services, both standard and emergency, such as cutting, trimming, and removing trees located in County locations. Contractor also provides special equipment rentals, such as lifts, skid steers, and saws, for certain tree cutting tasks.
7. **Perez Landscaping, Inc.** - Contractor specializes in tree maintenance, pruning, removal, planting, transplanting, cabling, brush/debris chipping, median maintenance, arborist consulting, and emergency services. In addition to Bobcat and Excavator rentals, Contractor also provides arborist consulting to aid with County tasks.
8. **Peterson's Tree Care, Inc.** – Contractor provides services for tree maintenance, pruning, removal, planting, transplanting, stump grinding, cabling, brush/debris chipping, and emergency services. Special equipment rental includes Aerial lifts, stump grinders, cabling-time and materials.

9. **TEKsystems Global Services, LLC** - Contractor provides technical personnel (defined as "Resources") whose titles include, but are not limited to, Support Technician, IT Engineer, Technical Consultant, Analyst, and Developer. These Resources, who are managed and tracked by the Contractor, are selected by County to execute operational activities and deliverables based on the technological task identified. These could include information technology services, system analysis and design, software development, and functional testing.
10. **Tierra Verde Tree Care, Inc.** - Contractor provides tree maintenance, pruning, removal, root pruning, root wall installation, tree planting, transplanting, stump grinding, cabling, brush/debris clearing/chipping, and emergency services. Services also include fire abatement and necessary related tasks.
11. **Z Consulting Group, Inc.** – Contractor provides IT Consulting to government sector clients with complex strategic technology decisions. Contractor identifies issues and maps out latest technology solutions to meet project objectives. This is conducted via interviews and Contractor demonstrations which display the project goals, objectives, and outcomes which could assist with future County solicitations.

Background:

The County's Procurement Services Division ("Purchasing") is focused on analyzing contracts, contractors, and spend amounts across County departments, and working on a Countywide level to make informed decisions on strategic sourcing opportunities. Purchasing leads the process of evaluating whether to participate in cooperative purchasing agreements and creating and managing certain countywide purchasing contracts.

Pursuant to County Code §2-42, the Purchasing Agent is authorized to engage independent contractors to perform services, with or without the furnishing of materials, within the limits provided by state law. Contracts for services of independent contractors with an annual aggregate cost in excess of \$200,000 are subject to Board approval.

On January 10, 2023, the Board of Supervisors approved the MSA Template and administrative changes to streamline the process for Board approval of such MSAs. Under such streamlined MSA procedures, Purchasing drafts, packages, presents for Board approval, and administers multi-Department MSAs exceeding the aforementioned \$200,000 threshold using the Board-approved MSA Template, Statement(s) of Work attached thereto specifying the services to be provided thereunder as requested by participating County departments, and other terms and conditions on file and approved by County Counsel and Risk, as appropriate.

The updated MSA process enables Purchasing to propose that the Board approve an MSA with a contractor who is routinely being utilized by multiple County departments for similar services when the annual aggregate amount of County payments to such contractor exceeds, or is expected to exceed, \$200,000.

Purchasing then tracks and manages the aggregate dollar amounts of payments made under each Board-approved MSA on an ongoing basis throughout the term of such MSA, and recommends Board approval of amendments to such MSA as needed in order to increase the aggregate expenditure amount authorized under such MSA, and/or to provide for additional services thereunder, e.g., in the event that additional County departments desire to procure such services thereunder during the term of such MSA.

Fiscal and Facilities Impacts:

Master Service Agreements allow departments to procure services without the concern of approaching the \$200,000 aggregate spend threshold per contractor. Procurement Services implementation of the MSA for high spend contractors significantly reduces the associated costs of County departments developing their own individual contract which include:

- Terms and Conditions negotiations
- Board Approval process
 - Board Letter development
 - Number of Board Letter Submissions
 - County Review from Risk Management, CEO, Auditor Controller, County Counsel

Fiscal Analysis:

The price(s) and other terms and conditions for specific services to be provided pursuant to an MSA are set forth in Statement(s) of Work attached as Exhibit A to such MSA (Attachment 2). Each County department is responsible for ensuring that sufficient appropriations are included in their respective adopted budget prior to submitting to Purchasing a request for inclusion in an MSA a Statement of Work for the services that such department desires to procure under such MSA.

Special Instructions:

Please send one (1) copy of the minute order to Lynne Dible, General Services at ldible@countyofsb.org and 1 (one) copy to Phung Loman, General Services at ploman@countyofsb.org.

Austin Venezia to docket a fully executed agreement to the Clerk of the Board upon execution.

Attachments:

Attachment 1 – Master Service Agreement Listing – June 3, 2025

Attachment 2 – FY 25-26 MSA

Contact Information:

Austin Venezia
Buyer II, General Services
auvenezia@countyofsb.org