



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

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**TO:** Board of Supervisors  
**FROM:** General Services Matthew P. Pontes, Director, 560-1011  
Contact Info: Scott Hosking, Facilities Manager, 568-2533  
**SUBJECT:** Janitorial Contracts for South County, North County and Goleta; All Districts

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**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, that the County does not have employee resources to complete the custodial work currently being completed by Big Green Clean and Service Master and that the County's economic interests are served by the attached contracts;
- b) Approve and authorize the Chair to execute the attached contract renewal with Big Green Clean of Santa Barbara in the amount of \$188,504 through June 30, 2016;
- c) Approve and authorize the Chair to execute the attached contract renewal with Big Green Clean of Santa Barbara (Goleta) in the amount of \$86,272 through June 30, 2016;
- d) Approve and authorize the Chair to execute the attached contract renewal with ServiceMaster CBM, a local vendor, in the amount of \$175,664 through June 30, 2016; and
- e) Determine that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301, as it involves the maintenance of existing public structures that will result in no or negligible expansion of existing use.

**Summary Text:**

In October, 2013, the Board awarded a total of 3 janitorial contracts to two vendors, Big Green Clean of Santa Barbara (2 contracts) and ServiceMaster CBM of Santa Maria (1 contract). These contracts cover janitorial services at facilities maintained by General Services (GS). Other County Departments (ADMHS, Social Services, Public Health) have issued additional contracts for janitorial services at their respective facilities. The initial term of the three GS contracts was for a period of twenty-four (24)

months, ending on October 31, 2015, and the contracts included provisions to extend them for two (2) additional two (2) year terms with Board approval. GS staff has determined there may be cost savings and efficiencies gained by consolidating the bidding for janitorial services countywide and therefore, is recommending extensions of the existing GS contracts for eight (8) months beginning Nov. 1, 2015 and ending June 30, 2016. This will allow Purchasing staff adequate time to work with other departments to assess the potential benefits of consolidated bidding and conduct a procurement process for janitorial services beginning July 1, 2016.

**Background:**

In October 2013, the Board awarded 2 contracts to Big Green Clean of Santa Barbara for janitorial services in facilities maintained by GS in South County, and 1 contract to ServiceMaster CBM of Santa Maria for janitorial services in facilities maintained by GS in North County. The initial term for all three contracts was for 24 months, beginning on November 1, 2013 and ending on October 31, 2015. All of the contracts included provisions for extending the contracts, with Board approval, for two (2) additional terms of two (2) years each. In addition to these contracts related to GS maintained facilities, a number of other County departments including Public Health, Social Services and Alcohol, Drug and Mental Health Services maintain contracts for janitorial services at facilities that are not maintained by GS. Also, the State Administrative Office of Courts manages contracts for janitorial service in areas of County owned facilities where the State Court system operates.

Staff has concluded there may be cost savings and operational efficiencies to be gained by consolidating the bidding process for janitorial services, and, through an assessment of the existing County contracts, has determined the various non-GS related janitorial contracts will terminate on June 30, 2016. Therefore, staff is recommending the Board extend the 2 contracts with Big Green Clean and the 1 contract with ServiceMaster CBM for a period of 8 months, beginning on November 1, 2015 and ending on June 30, 2016. This will result in all County awarded janitorial contracts terminating at the same time. To award the proposed 8 month extensions with Big Green Clean and ServiceMaster CBM, 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 Big Green and Service Master 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. Staff has confirmed with representatives from both Big Green Clean and ServiceMaster CBM that the proposed 8 month extension is acceptable.

The eight month extension period from Nov. 1, 2015 to June 30, 2016 will be used to develop a methodology to combine all County janitorial services into one or more contracts utilizing a competitive bid process. This will allow for leveraging countywide buying power to obtain better rates. We also plan to identify ways to use cooperative agreements, if possible, to allow for 'piggybacking' on other state and county bids that have been competitively awarded through the larger entity's buying power. This could possibly result in lower rates and a reduction of County staff time spent on the procurement process.

This centralization of this bidding process for countywide janitorial services would require upfront assistance from departments in defining services and delivery timeframes. After initial assistance, Purchasing would be responsible for bidding, preparation of the County wide contract(s), Board Letter, and administration and management of the contract(s).

**Fiscal and Facilities Impacts:**

Budgeted: 0001-063-7080

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
Big Green - Goleta	\$ 86,272.00		
Big Green - Downtown	\$ 188,504.00		
Service Master - Santa Maria	\$ 175,664.00		
Total	\$ 450,440.00	\$ -	\$ -

**Fiscal Analysis Narrative:**

Rates have changed from the original agreements as follows:

- Big Green-Goleta: increased from \$8717/month to \$10,784/month
- Big Green-Downtown: increased from \$21,028/month to \$23,563/month
- ServiceMaster, CBM: decreased from \$32,641/month to \$21,958/month because Public Health entered into a separate agreement for services subsequent to the execution on the initial agreement.

These three janitorial agreements are funded from the County’s General Fund and are not funded by federal monies.

**Special Instructions:**

Please send a fully executed certified copy of the original extension and a copy of the minute Order to Traci Lothery, General Services, Facilities Services Division.

**Attachments:**

1. Agreement for Services, Big Green (Downtown) with NOE and Contract Summary
2. Agreement for Services, Big Green (Goleta) with NOE and Contract Summary
3. Agreement for Services, ServiceMaster CBM with NOE and Contract Summary

**Authored by:**

Karen L. Miles, Assistant Director of Finance and Administration, General Services