



**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: October 15, 2013
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Matthew P. Pontes, Director, 560-1011
Contact Info: Greg Chanis, Assistant Director, 568-3096
Scott Hosking, Facilities Manager, 568-2533
SUBJECT: Janitorial Services Contract for North County Facilities
Third, Fourth, and Fifth Districts

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute a service contract with Service Master, CBM of Santa Maria in the amount of \$783,384.00. This will provide janitorial services to facilities in North County for a period of twenty-four (24) months to begin November 1, 2013 and end October 31, 2015 with two (2) additional two (2) year extension options; and
- b) 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:

General Services Department conducted a competitive bid process for the provision of janitorial services in the County's forty five facilities located throughout North County Facilities. Of the three bids received, Service Master, CBM of Santa Maria was the lowest responsible and responsive bid at \$32,641.00 per month. Upon verifying information provided, it was found that this company met all requirements. Therefore, it is General Services' recommendation to award this contract to Service Master, CBM of Santa Maria.

Background:

Janitorial services in the attached contract will include; restroom cleaning and sanitizing, vacuuming or damp mopping of public floors, emptying of public receptacles and dusting, carpet cleaning and vacuuming or damp mopping in private areas of offices, as per the attached Task Schedule.

During the term of the contract, the awarded contractor will be required to attend monthly spot inspections, at a minimum of one facility per month, to monitor the adherence to the contract terms.

Janitorial companies were invited to bid via the following Legal Notices; The Santa Barbara News Press on July 12, 13 and 14, 2013; the Santa Maria Times on July 12 and 14, 2013 and the Lompoc Record on July 12 and 14, 2013. The mandatory Bid Conference and Walk Through was held on Friday, July 19, 2013 and was attended by six janitorial companies. Of these companies, three placed a bid for this contract.

The lowest bid was submitted by Varsity Facility Services at \$26,638.37 per month. However, this vendor was found to be non-responsive because they did not include the required information. The County requested an annual profit and loss statement and General Services was unable to determine the appropriate banking information.

The second bid was submitted by All Ways Clean of Santa Maria. However, this vendor was found to be non-responsive because the County could not determine the actual bid amount. The County had also requested that the vendor have a local office at the time of bid submittal and the vendor did not submit the lease agreement that could be verified by the County.

Of the three bids received, Service Master, CBM of Santa Maria was the lowest responsible and responsive bid at \$32,641.00 per month. Upon verifying information provided, it was found that this company met all requirements. Therefore, General Services makes the recommendation to award the contract to Service Master, CBM of Santa Maria.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>
General Fund		\$ 391,692.00
Total	\$ -	\$ 391,692.00

Narrative:

Funding for this contract is budgeted as an ongoing cost and is budgeted FY 13/14 Fund 0001, Dept. 063, Prog. 1215, line item 7080.

Staffing Impacts:

Legal Positions:

0

FTEs:

0

Special Instructions:

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

Attachments:

1. Agreement For Services
2. Description of Duties
3. List of Buildings covered
4. Section 3.0 Requirements
5. Task Frequency

Authored by:

TL General Services - Facilities