



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: May 10, 2011
Placement: Administrative
Estimated Tme: N/A
Continued Item: Yes
If Yes, date from: May 3, 2011
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services
Bob Nisbet (560-1011)
Contact Info: Paddy Langlands, Assistant Director (568-3096)
SUBJECT: **Janitorial Services Contract for North County Facilities
Third, Fourth and Fifth Supervisory 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 the attached Notice of Exemption pursuant to the California Environmental Quality Act (CEQA) guidelines (Post); and
- b) Approve and authorize the chair to execute the remaining two (2) year contract for janitorial services with Service Master of Santa Maria, a local vendor.

Summary Text:

The County has contracted with Service Master of Santa Maria since 1998 to provide janitorial services in the Santa Maria, Lompoc and Buellton areas and the company has proven during this time they are able to fulfill the tasks required.

Background:

In 2006, this contract was put out for competitive bid and awarded to Service Master of Santa Maria to provide janitorial services to North County facilities for a period of three (3) years with two (2) two year extensions. The first two year extension was awarded from July 2009 to June 2011. During this time, Service Master had adequately fulfilled the requirements of the Agreement. Therefore, General Services is recommending that the remaining two (2) year contract be approved as set forth in the Agreement. This contract will provide janitorial

services to the Santa Barbara County North area Facilities for a period of two (2) years to begin July 1, 2011 and end June 30, 2013.

Contractor has also agreed to the additional requirements of the Pollution Prevention Practices as described in Exhibit E to ensure all County facilities are in compliance with the Storm Water Management Program.

The requested action of the Board is exempt from CEQA review. The acquisition of services related to the operation or maintenance of government facilities is exempt from CEQA review per CEQA Guidelines §15378 (b) 2:

(b) Project does not include:

(2) Continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy and procedure making (except as they are applied to specific instances covered above).

Performance Measure:

Continuing Janitorial Services

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

County Facilities:	\$28,084.50/mo	\$337,014/fy	\$674,028/2 yr total
Courthouse Shared Areas:	\$ 4,733.00/mo	\$ 56,796/fy	\$113,592/2 yr total
Total Cost:	\$32,817.50/mo	\$393,810/fy	\$787,620/2 yr total

Narrative:

Contract costs remain the same, as there is no yearly rate increase included in the budget for this contract.

Staffing Impacts:

<u>Legal Positions:</u>	<u>FTE's:</u>
0	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. Notice of Exemption
2. Agreement for Services with Exhibits Attached
3. Contract Summary

Authored by:

Traci Lothery, Departmental Assistant Senior, General Services Facilities