



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:** July 12, 2016  
**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: Janette Pell, Assistant Director, 568-3096

**SUBJECT:** Contract Extensions for Big Green Clean and ServiceMaster for Janitorial Services at County Facilities; All Supervisorial 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:

As required by Government Code 31000, find that the County does not have employee resources to complete the custodial work currently being completed by Big Green and ServiceMaster CBM and that the County's economic interests are served by the attached contracts;

- a) Approve and authorize the Chair to execute the attached First Amendment with Big Green Clean (BC16129) for downtown Santa Barbara janitorial services in the amount of \$139,650 to extend the contract through December 31, 2016;
- b) Approve and authorize the Chair to execute the attached First Amendment with Big Green Clean (BC16130) for Calle Real janitorial services in the amount of \$64,704 to extend the contract through December 31, 2016;
- c) Approve and authorize the Chair to execute the attached First Amendment with ServiceMaster CBM for North County janitorial services in the amount of \$201,468 to extend the contract through December 31, 2016;
- d) Ratify work completed between June 30, 2016 and the execution of the attached amendments; and
- e) Determine that the proposed actions are administrative and other fiscal activities that do not involve commitment to any specific project, and are therefore not a project as defined by CEQA Guidelines § 15378(b)(4), and approve the filing of the attached Notice of Exemption on that basis.

**Summary Text:**

On October 15, 2013, the Board approved janitorial service contracts to Big Green Clean for facilities in downtown Santa Barbara, to Big Green Clean for Calle Real facilities, and to ServiceMaster CBM for North County facilities. On October 20, 2015, the Board approved contract renewals for each of these contracts through June 30, 2016. This request to extend the contracts through December 31, 2016 will allow General Services adequate time to assess the janitorial needs of the County and potentially consolidate the multiple existing Purchasing and Board contracts for janitorial services. A competitive bid for janitorial services will be conducted for services to begin January 1, 2017.

**Background:**

The janitorial needs for the County have not been evaluated in many years. Janitorial services were greatly cut back during the economic downturn. Several departments have contracted directly with janitorial vendors for additional services. This extension will allow a countywide assessment of janitorial needs and provide an opportunity for a consolidated competitive bidding process. General Services Facilities and Purchasing divisions will work with representatives throughout the County to assess janitorial needs and potential consolidation of multiple contracts.

Competitively bid, consolidated agreements with vendors will provide consistent terms and conditions instead of numerous purchase orders and Board contracts. These agreements will also more accurately reflect the procurement of services that may exceed \$100,000 in total for each fiscal year. The consolidation of contracts is intended to streamline the procurement process for micro or small projects within Departments, improve the transparency of contracts with vendors that exceed \$100,000, and reduce the redundancy of effort in taking several separate items to board or processing multiple purchase orders.

**Performance Measure:**

As outlined in Section 7 Standard of Performance on the original Agreement for Services, the Contractor continues to perform in the manner and according to the standards as defined in the Description of Duties.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>FY 15-16 Cost</u></b>	<b><u>FY 16-17 Cost</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund	\$ 39,840.00	\$ 365,982.00	
State			
Federal			
Fees			
Other:			
<b>Total</b>	<b>\$ 39,840.00</b>	<b>\$ 365,982.00</b>	<b>\$ -</b>

The amounts reflect six months of services for FY 16-17. The amount for ServiceMaster CBM also includes \$39,840 for FY 15-16 due to a miscalculation when the contract was renewed, effective November 1, 2015.

**Key Contract Risks:**

The County has had a contractual relationship with the vendors and the services they have provided are adequate.

**Staffing Impacts:**

None

**Special Instructions:**

Please send one signed copy of each Amendment and a Minute Order to Anne Fearon, General Services Purchasing.

**Attachments:**

1. First Amendment – Big Green Clean Santa Barbara; One (1) original; one duplicated original
2. First Amendment – Big Green Clean Calle Real; One (1) original; one duplicate original
3. First Amendment – ServiceMaster CBM North County; One (1) original; one duplicate original
4. Original Agreement for Services – Big Green Clean Santa Barbara
5. Original Agreement for Services – Big Green Clean Calle Real
6. Original Agreement for Services – ServiceMaster CBM North County

**Authored by:**

Anne Fearon, Special Projects Manager, General Services