



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:** Behavioral Wellness  
**Department No.:** 043  
**For Agenda Of:** July 19, 2016  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Alice Gleghorn, PhD, Director  
Director(s) Department of Behavioral Wellness, 805-681-5220  
Contact Info: Ernest Thomas, Facilities Manager  
Department of Behavioral Wellness, 805-681-5236

**SUBJECT:** Behavioral Wellness - Southern Coast Janitorial Contracts for Facilities

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, ratify and authorize the Chair to execute an Agreement for Services of Independent Contractor with **Southern Coast Janitorial** (a local vendor), for the provision of janitorial services, for a total contract amount not to exceed **\$135,000** for the period of July 1, 2016 to June 30, 2017.
- b) Determine that the County's economic interests are served by such a contract, pursuant to Government Code Section 31000, since there are not County employees available to perform these maintenance or custodial matters; and
- c) Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA guidelines.

**Summary Text:**

Behavioral Wellness contracts with local companies for the provision of janitorial services at various facilities throughout Santa Barbara County. The contract with Southern Coast Janitorial is being expanded for the current year due to the addition of the greater number of special clean-ups are needed, for our Crisis Stabilization Unit (CSU), Psychiatric Hospital Facility (PHF) and Santa Maria Behavioral Wellness Clinics. Vendors are selected based on rates, availability for our 24/7 facilities, and the ability of the vendor to perform the needed janitorial services.

Approval and ratification of the recommended action will allow Behavioral Wellness to continue to provide needed janitorial services, as well as, for additional cleaning staff to be on-site at the CSU and PHF, in order to comply with State licensing requirements.

**Background:**

Southern Coast Janitorial currently provides janitorial services for the Behavioral Wellness Psychiatric Health Facility (PHF), and the Santa Maria Clinics located at Foster Road. We are adding janitorial services for the CSU to the contract due to the nature of the 24/7 operation required of the facility. In addition, Southern Coast Janitorial provides additional clean-up services at Behavioral Wellness locations as needed and requested by the Behavioral Wellness Facilities Manager.

Behavioral Wellness does not have any janitorial positions allotted in its salary model, and the cost of doing so would exceed the cost of contracting for the services. Contracting for these services provides a cost savings for the Department.

**Performance Measure:**

For FY 15-16, Southern Coast Janitorial provided consistent 24/7 services for PHF in accordance with State licensing requirements. They provide all required janitorial services for the Santa Maria Clinic in accordance with the contract requirements. They also provided ten (10) additional emergency clean up services between both sites.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**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>
General Fund			
State	\$ 67,500.00	\$ 67,500.00	
Federal	\$ 67,500.00	\$ 67,500.00	
Fees			
Other:			
Total	\$ 135,000.00	\$ 135,000.00	\$ -

Narrative:

The above referenced contract is funded by State and Federal funds. The funding sources are included in the FY 2016-2017 Budget.

**Key Contract Risks:**

There is a risk of Medi-Cal and Medicare audit findings if janitorial services are inadequate at the CSU or the PHF.



**Special Instructions:**

Please return one (1) Minute Order and one (1) copy of the executed contracts to:  
[admhscontractsstaff@co.santa-barbara.ca.us](mailto:admhscontractsstaff@co.santa-barbara.ca.us).

**Attachments:**

Attachment A - Southern Coast Janitorial FY 16-17 Board Contract

**Authored By:**

D. Morales