



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: Public Health
Department No.: 041
For Agenda Of: June 7, 2016
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Takashi M. Wada, MD, MPH, 681-5105
Director(s)
Contact Info: Dan Reid, 681-5173
SUBJECT: First Amendment to Big Green Cleaning Company Janitorial and Moving Services Agreement

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 consider the following:

- a) Approve, authorize, and ratify the First Amendment to the service agreement with Big Green Cleaning Company in the amount of \$393,536.00. The first amendment will provide janitorial services to Public Health Department buildings in the south county of the County through June 30, 2018 with an additional two year extension option.
- b) Find that the proposed actions do not constitute a "Project" within the meaning of California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(4) of the CEQA Guidelines, because they consist of the creation of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Summary Text:

This request is to increase the funding level of the existing agreement with the Big Green Cleaning Company, to adopt one of the two, two-year agreement extensions, and to incorporate three existing purchase order agreements.

Background:

In 2014, the Public Health Department conducted a competitive procurement through a Request for Proposal to procure janitorial services for several of its buildings located on the Calle Real Campus in

Santa Barbara. The Big Green Cleaning Company was awarded the bid and a board agreement, which included two, two-year extensions was authorized on July 1, 2014. Subsequently the Public Health Department entered into three purchase order (P.O.) agreements with the Big Green Cleaning Company:

- CN 18462 for its Carpinteria and Franklin Health Care Centers,
- CN 18298 for its Satellite Clinics (located in homeless shelters at PATH and Rescue Mission respectively), and
- CN 18463 for miscellaneous requested and emergency, after hours cleaning services not covered in the agreements.

Due to increases in the minimum wage in California in late 2015, Big Green Cleaning Company proportionally increased their service rates. Although the increase was small the agreement maximum requires a commensurate adjustment to ensure enough funding to provide payment for services through June 30, 2016.

Approving and authorizing this First Amendment, will accept one of the two options to extend the agreement through June 30, 2018 and also incorporate the existing three purchase order agreements into this one board agreement when these purchase order agreements terminate on June 30, 2016.

Performance Measure:

There are multiple performance measures including frequency of cleaning, extent of cleaning, etc. that are built into this agreement for all applicable facilities.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State	\$ 33,570.00	\$ 35,251.00	
Federal	\$ 135,126.00	\$ 141,890.00	
Fees	\$ 18,691.00	\$ 19,627.00	
Other:			
Total	\$ 187,387.00	\$ 196,768.00	\$ -

The funding for these costs is provided through a combination of State and Federal grants, Medi-Cal, Medicare, and other patient service funding and is contained as part of the Public Health Department's FY 2016-17 Recommended Budget in Fund 0042, Dept. 041, line item 7080.

This action constitutes a slight increase to the board agreement maximum to account for State mandated minimum wage increase as well as incorporating existing separate purchase order agreements for similar services at other Public Health Department facilities provided by Contractor into one board agreement.

Key Contract Risks:

The Public Health Department has been doing business with Big Green Cleaning Company for several years and has been generally satisfied with their services. The contract contains a termination for convenience clause so there is low risk. Additionally, there are multiple janitorial service competitors in the area should Big Green be unable to fulfill its contract obligations.

Staffing Impacts:

This action has no impact on staffing as these services are currently provided by Contractor.

Special Instructions:

Please execute two (2) original Amendments with Big Green Cleaning Company and retain one (1) original Agreement and one (1) Minute Order for pick up by the department. Please email the PHD Contracts Unit at phdcu@sbcphd.org, when available for pick up.

Attachments:

1. Big Green Cleaning Company Agreement First Amendment
2. Big Green Cleaning Company Agreement

Authored by:

Dan Reid, Assistant Deputy Director