



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: December 8, 2020
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Janette D. Pell, Director, (805) 560-1011
Director(s)
Contact Info: Scott Hosking, Facilities Manager, (805) 568-2533

SUBJECT: Renew Contracts and Amendments for Countywide Janitorial Services to Big Green Cleaning Company BC 17228 and BC 17229; All Districts

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) Find, in accordance with Government Code § 31000, that the County does not have employee resources to complete the custodial work to be performed by Big Green Cleaning Company and that the County's economic interests are served by the attached contracts;
- b) Approve and authorize the Chair to execute the attached Sixth Amendment to BC17-228 with Big Green Cleaning Company (a local vendor) increasing the total contract amount by \$5,151,947.00 for a total contract amount not to exceed \$ 13,536,525.00 and renewing the term for the second twenty-four (24) month extension period beginning on January 1, 2021 and ending on December 31, 2022;
- c) Approve and authorize the Chair to execute the attached Fifth Amendment to BC17-229 with Big Green Cleaning Company (a local vendor) increasing the total contract amount by \$1,252,000.00 for a total contract amount not to exceed \$1,968,946.00 and renewing the term for the second twenty-four (24) month extension period beginning on January 1, 2021 and ending on December 31, 2022;
- d) Authorize the Director of General Services to approve amendment to BC17-228 with Big Green Cleaning Company in the amount not-to-exceed \$ 257,597.35 (5% of Contract Amendment noted in item "b" above);

- e) Authorize the Director of General Services to approve amendment to BC17-229 with Big Green Cleaning Company in the amount not-to-exceed \$62,600.00 (5% of Contract Amendment noted in item “c” above); and
- f) Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA guidelines because they consist of organization or administrative activities of governments that will not result in direct or indirect changes in environment.

Summary Text:

The initial Countywide Janitorial Services Contract BC17-228 and Supplies and On-Demand Services Contract BC17-229 was awarded in December 2016 to Big Green Cleaning Company (Attachments 1 & 2).

Through Contract BC17-228, Big Green will continue to provide the County with ongoing janitorial services under the General Services Task Frequency previously agreed on December 16, 2016.

Through Contract BC17-229, Big Green will provide janitorial supplies and additional, on-demand janitorial services that are not covered in BC17-228. This contract defines supplies and services such as emergency cleaning, additional floor care, chair cleaning, and janitorial supplies will be available to and paid for directly by requesting departments. Each agreement includes two options for 2-year extensions. The recommended actions will exercise the final option and will increase funding for services through December 31, 2022.

Background:

General Services went out to bid in October 2016 and both contracts were awarded to Big Green Cleaning Company. Since that time, Big Green has exceeded the expectations to handle the volume of cleaning and requests from County personnel. Thirty-six (36) onsite inspections were made and Building Coordinators reported the service was satisfactory or above.

In December 2018, both contracts were extended for a 2-year renewal by the Board of Supervisors for the period of January 1, 2018 to December 31, 2020. Onsite inspections were made and Building Coordinators reported the service was satisfactory or above.

Public Health Department currently has eight (8) buildings on BC15-031. This contract expires December 31, 2020 and those buildings will be added to BC17-228 for additional janitorial services in the amount of \$992,340.00. Additionally the on-demand services, supplies and floor stripping and resealing for these locations will also be added to BC17-229 in the amount totaling \$140,000.00.

In March 2020, the COVID-19 pandemic impacted the nation with little warning. In order to curb the on-going spread of this infection, General Services responded immediately to implement an in-depth sanitizing and cleaning procedure in common areas of most county buildings. This included the cleaning of door handles, light switches, chair arms and backs, counter tops, hand rails and drinking fountains with an ammonium chloride hospital grade quaternary disinfectant. In addition, some departments have also implemented the same or more in-depth cleaning in private areas and additional facilities. These added

services have increased the costs for janitorial services and supplies significantly with no known end date at this time.

During this unprecedented time, Big Green Cleaning Company was able to perform all of the additional requested duties at county locations, shelters, hotels, the Emergency Operations Center, and testing sites within a day in most cases. By using the existing contract with Big Green Cleaning Company, the County was immediately able to address the urgent need for these types of services.

Combining Agreement 1 and Agreement 2, the County's janitorial services and supplies will provide consistent terms and conditions instead of numerous purchase orders and Board Contracts. Agreement 1 and Agreement 2 also more accurately reflect the procurement of services that may aggregate to more than \$200,000 in a fiscal year and reduce the redundancy of effort in taking several separate items to the Board of Supervisors or processing multiple purchase orders.

Performance Measure:

General Services will continue to closely monitor the vendor's performance to ensure adherence to Section 7 Standard of Performance in the Agreement for Services of Independent Contractor. General Services will continue to conduct, at a minimum, thirty-six (36) onsite inspections to monitor the vendor's responsiveness to requests and ability to keep contracted facilities at the level of cleanliness expected by the County.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis: See Attachment 4 and Attachment 6.

The cost of janitorial services for departments with special revenue funds has been distributed based on the departments' calculations for funding sources. The remainder of the funding is from the General Fund. The amounts are budgeted in General Services and departmental budgets.

Narrative:

This action includes a two-year extension to the current BC17-228 contract in the amount of \$5,151,947.00. Additional janitorial services required by tasks related to COVID-19 increased the BC17-228 contract amount by \$1,056,504.00. This action also includes a two year extension to the BC17-229 contract for supplies and on-demand tasks for \$1,252,000.00. Additional COVID-19 related costs for \$200,000.00 are included in this total. The end of the COVID-19 pandemic is unknown at this time and the cost impacts noted herein are projections based on monthly costs increases experienced since the beginning of the pandemic. Cost breakdowns are presented in Attachments 4 and 6.

Key Contract Risks:

Because the County has utilized the janitorial services provided by Big Green Cleaning Company and they have been able to meet the County's service needs, this contract risk is low.

Staffing Impacts:

None.

Special Instructions:

Please send one (1) fully executed duplicate original of the Agreement and a Minute Order to Traci Lothery, General Services Facilities.

Attachments:

1. Attachment 1 Original 2016 Agreement with Big Green Cleaning Company BC17-228
2. Attachment 2 Original 2016 Agreement with Big Green Cleaning Company BC17-229
3. Attachment 3 Amendment 6 to BC17-228 for Janitorial Services with Big Green Cleaning Company with (one original and one duplicate original)
4. Attachment 4, Janitorial Fiscal Analysis Chart
5. Attachment 5, Amendment 5 to BC17-229 for Janitorial Supplies and Extra Services with Big Green Cleaning Company with (one original and one duplicate original)
6. Attachment 6, Janitorial and On-Demand Log Fiscal Analysis Chart

Authored by:

Traci Lothery, Department Business Specialist II, General Services