



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:** June 2, 2020  
**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:** Thomas Ramirez d.b.a. Southern Coast Janitorial FY 20-23 Contract Renewal

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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:

- A. Approve and authorize the Chair to execute a multiyear Agreement for Services of Independent Contractor with **Thomas Ramirez d.b.a. Southern Coast Janitorial** (a local vendor), for the provision of janitorial services at Behavioral Wellness facilities, for a total contract amount not to exceed **\$525,000** inclusive of a maximum amount of \$175,000 per fiscal year, for the period of July 1, 2020 to June 30, 2023;
- B. Delegate to the Director of the Department of Behavioral Wellness the authority to make immaterial changes to the Agreement without requiring a formal amendment thereto, subject to the Board's authority to rescind this delegated authority at any time; 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 Thomas Ramirez d.b.a. Southern Coast Janitorial (“Southern Coast Janitorial”) provides janitorial services including, but not limited to, special clean-ups needed at the County’s Crisis Stabilization Unit (CSU) and Psychiatric Hospital Facility (PHF) in compliance with Title 9 and Title 22 of the California Code of Regulations. Approval of the recommended actions will allow Behavioral Wellness to continue to provide needed janitorial services in fiscal years 2020-2023.

**Background:**

Southern Coast Janitorial currently provides specialty care janitorial services at the County's CSU and PHF in compliance with stringent state and federal regulations. This past year Behavioral Wellness needed additional specialty clean-ups at both sites, as requested by the Behavioral Wellness Facilities Manager. Southern Coast Janitorial also provides regular janitorial services for Santa Maria Mental Health Clinics and the Quality Care Management (QCM) site in Goleta.

As services are provided at both the CSU and PHF twenty-four hours a day, seven days a week, and since adherence to Title 9 and Title 22 regulations is vital, language was added to the contract to allow Behavioral Wellness Facility Manager or his/her designee to reach the contractor’s lead janitorial staff at any time in the event that emergency janitorial services are required.

**Performance Measure:**

For FY 2019-2020, Southern Coast Janitorial provided consistent twenty-four hours services to the PHF in accordance with State and Federal licensing requirements. They provided all required janitorial services for the Santa Maria Clinic and QCM site in accordance with the contract requirements. They also provided additional emergency clean up services at both the CSU and the PHF upon request.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Current FY 19-20 Cost:</b>	<b>Annualized On-going Cost Per FY 20-23:</b>	<b>Total One-Time Project Cost</b>
General Fund			
State			
Federal	\$159,220	\$175,000	
Fees			
Other:			
<b>Total</b>	<b>\$159,220</b>	<b>\$525,000</b>	

**Narrative:** The above referenced contract is funded by State and Federal funds. Funding for this item is included in the FY 2020-2021 proposed budget.

**Key Contract Risks:**

As with any contract funded by State and Federal sources, there is a risk of future audit disallowances and repayments. Behavioral Wellness contracts include language requiring contractors to repay any amounts disallowed in audit findings, minimizing financial risks to the County.

**Special Instructions:**

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

**Attachments:**

Attachment A - Southern Coast Janitorial FY 20-23 BC

**Authored By:**

A. Bello