



# Board Agenda Item 34

DATE: May 23, 2023

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: Agreement with Crown Window Cleaning and Building Services, Inc. for Window Washing Services

RECOMMENDED ACTION(S):

- 1. Approve and authorize the Chairman to execute Agreement with Crown Window Cleaning and Building Services, Inc ("Crown") for window washing services in County Buildings, effective upon approval, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$500,000; and**
- 2. Authorize the Director of Internal Services/Chief Information Officer, or his designee, to add or remove county building locations to the recommended agreement with no change to any other terms.**

There is no additional Net County Cost associated with the recommended actions. Approval of the first recommended action will allow the Internal Services Department (ISD)-Facility Services Division (Facilities) to contract for routine window washing services for County Buildings. Approval of the second recommended action will allow the Director of Internal Services/Chief Information Officer (CIO), or his designee, to add or remove county building locations to the agreement with no change to any other terms. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended actions, the County will be without window washing services. Services would be provided on an as-needed basis, which could result in higher costs.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions for ISD- Facilities Org 8935. All cost associated with these services are recovered through chargebacks for user County departments. Sufficient appropriations and estimated revenues are included in the ISD-Facility Services Org 8935 FY 2022-23 Adopted Budget and will be requested in subsequent budgets subject to approval by your Board.

DISCUSSION:

On September 7, 2022, the ISD - Purchasing Division released Request for Quotation (RFQ) No. 23-008 for Window Washing Services to award an agreement to the lowest responsible bidder. The closing date of the RFQ was November 14, 2022.

ISD - Purchasing received two responses by the closing date. Crown was the lowest responsible bidder, and a tentative award was issued to Crown on December 12, 2022. Crown submitted a bid with an annual cost of \$78,998 while ASF Clean Team dba ASFWW LLC submitted a bid with an annual cost of \$296,978.

Approval of the first recommended action approves and authorizes the award of an agreement to Crown for a three-year base contract with a maximum compensation of \$300,000 and two optional one-year extensions for an additional \$100,000 each upon written approval of both parties for a total amount not to exceed \$500,000.

Approval of the second recommended action authorizes the Director of Internal Services/CIO, or his designee, to add or remove county building locations based on the agreed upon rates in Exhibit D of the Agreement, with no change to any other terms.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with Crown

CAO ANALYST:

Ahla Yang