



Board Agenda Item 38

DATE: December 15, 2015

TO: Board of Supervisors

SUBMITTED BY: Delfino E. Neira, Director, Department of Social Services

SUBJECT: Janitorial Services for Huron Office and Coalinga Regional Center

RECOMMENDED ACTION:

Approve and authorize the Chairman to execute a three-year Agreement with two additional twelve-month renewals with Geil Enterprises, Inc. dba Janitorial INC. for janitorial services at Huron Office and Coalinga Regional Center, effective January 1, 2016 through December 31, 2020 (\$342,650.00).

Approval of the recommended action will ensure that janitorial services are provided daily at the Department of Social Services (DSS) Huron and Coalinga locations. DSS leases 24,000 square feet of office space for its Coalinga Regional Center at 311 Coalinga Plaza, Coalinga, CA for use as a one-stop multi-service Regional Center for clients. The department also leases 720 square feet for its Huron Office at 36678 S. Lassen Ave, Ste # 1 in Huron, CA.

ALTERNATIVE ACTION(S):

Should your board not approve the recommended action, janitorial services will be discontinued effective January 1, 2016 at the Huron and Coalinga locations. A short-term extension with the current vendor would have to be negotiated, while another Request for Quotation (RFQ) is issued.

FISCAL IMPACT:

There is no increase in net County cost associated with the recommended action. The total cost of the Agreement for the period of January 1, 2016 to December 31, 2020 is \$342,650 with an annual cost of \$68,530. The cost will be funded with State and Federal revenues from the following Social Services programs: CalWORKs (\$15,575), CalFresh (\$15,454), Medi-Cal (\$18,689), In-Home Supportive Services (\$3,788), and Child Welfare Services (\$7,364). In addition, \$7,529 in 2011 Realignment will fund the former State share of the Child Welfare Services and Adult Protective Services Programs that were realigned to counties through Assembly Bill (AB) 118 and \$131 in net County cost will fund the General Relief program's share of cost. Sufficient appropriations and estimated revenues have been included in the FY 2015-16 Adopted Budget for the DSS Org 5610 and will be requested in subsequent fiscal year budgets for the duration of the term.

DISCUSSION:

DSS entered into a lease for the current location of the Coalinga Regional Center on September 11, 2002. This 24,000 square foot one-stop Regional Center offers a variety of programs and services to clients. These programs or services include; Medi-Cal, CalFresh, CalWORKs, Homeless, General Relief, Aged Blind Disabled (ABD) and Minor Consent. There is currently 62 staff housed in the Coalinga Regional Center, assisting an average of 1,068 families per month. DSS has also provided services in its current 720 square foot Huron

location since March 14, 2000. All of the services offered in Coalinga are offered in Huron, except for Homeless services. There are currently two staff located in the Huron office assisting an average of 757 families per month.

DSS sought private janitorial services for these two facilities, due to their rural location. On August 13, 2015, RFQ No. 485-5372 was issued to four bidders for janitorial services for the DSS buildings located in Huron and Coalinga. Addendum I to RFQ No. 485-5372 was issued on August 25, 2015. Bids were received from two vendors on September 3, 2015, Janitorial Inc., and Moonlight Maintenance, the current vendor. See Attachment A for both bid amounts.

With an annual average of \$68,530, Janitorial Inc. is recommended for funding as the lowest responsive bidder. This yearly amount includes an additional 10% funding to cover janitorial service emergencies and incidentals.

The recommended Agreement may be terminated by either party without cause by giving an advance 60-day written notice.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment A- Bid Comparisons - On file with the Clerk
Agreement - On file with the Clerk

CAO ANALYST:

Lance Tullis