



## Board Agenda Item 20

DATE: December 13, 2016

TO: Board of Supervisors

SUBMITTED BY: Margaret Mims, Sheriff-Coroner

SUBJECT: Amendment I to Agreement with Western State Design, Inc.

### RECOMMENDED ACTION(S):

**Approve and authorize Chairman to execute Amendment I to Agreement No. 13-706 with Western State Design to extend the term of the existing Agreement for laundry equipment maintenance and services by two years from December 31, 2016 to December 31, 2018 and increasing the contract maximum by \$80,000 to \$200,000.**

There is no increase in Net County Cost associated with the recommended action. Your Board approved Agreement 13-706 on December 3, 2013 to provide laundry equipment maintenance and repair services to the jail facilities. The recommended action will extend the current three-year agreement to five years and will allow the Sheriff-Coroner's Office to continue to maintain and service laundry equipment for the Adult Detention Facilities.

### ALTERNATIVE ACTION(S):

If the recommended action is not approved, the Department would have to return to your Board to request an extension to the existing agreement to allow sufficient time to re-bid the services.

### FISCAL IMPACT:

There is no additional Net County Cost associated with the recommended action. The recommended Amendment I will extend the existing term to a five-year term, \$40,000 per year, for a total of \$200,000. Sufficient appropriations for ongoing maintenance costs for laundry equipment are included in the Sheriff-Coroner's Org 3111 FY 2016-17 Adopted Budget. Appropriations for subsequent years will be included in the Sheriff-Coroner's requested budgets.

### DISCUSSION:

Laundry equipment maintenance and repair services have been provided by Western State Design, Inc. since 2008. On July 16, 2013, the County of Fresno Purchasing Division issued Request for Quotation No. 500-5185 (RFQ), which solicited competitive bids to provide laundry equipment maintenance and repair services to the jail facilities. The RFQ, which was issued to replace an expiring agreement, was sent to six potential bidders and posted in the County of Fresno Purchasing website. A bid from one vendor was opened on August 13, 2013. Western State Design, Inc. was the only bidder and is also the current vendor for this service. The Agreement includes pricing for monthly maintenance charges (\$1,331.10), hourly rates (\$85.50 for normal business hours; \$128.70 for holidays, nights and weekends; and \$143 per hour for emergency repair services), and reporting charges of \$85.50 per report (during routine maintenance the maintenance person may report any special issues that need to be addressed such as age and condition of machines, any rodent infestation, etc.). The Agreement may be terminated for any reason upon 30-day advance written notice by the County.

This Amendment I to Agreement 13-706 provides for an additional \$80,000, \$40,000 per year, and will extend the current Agreement for two additional years to December 31, 2018. Western State Design, Inc. will hold current contract pricing throughout the contract extension. In 2018 the Department will re-bid the services.

REFERENCE MATERIAL:

BAI #24, December 3, 2013

BAI # 28, August 20, 2013

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Amendment I with Western State Design, Inc.

CAO ANALYST:

Jeannie Z. Figueroa