



Board Agenda Item 37

DATE: January 29, 2019

TO: Board of Supervisors

SUBMITTED BY: Margaret Mims, Sheriff-Coroner-Public Administrator

SUBJECT: Retroactive Agreement with Western State Design for laundry machine services and maintenance

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute a retroactive Agreement with Western State Design for laundry equipment services and maintenance, effective January 1, 2019 through December 31, 2023 which includes a three year base contract and two optional one-year extensions, total not to exceed \$250,000.

There is no additional Net County Cost associated with the recommended action. On November 2, 2018, the County of Fresno Internal Services Department (ISD) - Purchasing issued Request for Quotation No. 19-027 (RFQ), which solicited competitive bids to provide laundry machine services and maintenance 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. Western State Design was the only bidder and is the current vendor for these services. The recommended action will allow the Sheriff's Office to maintain and service laundry machines at the South Annex Jail and the Main Jail, which serve the Adult Detention Facilities. This item is countywide.

ALTERNATIVE ACTION(S):

There is no viable alternative action. If the recommended action is not approved the Adult Detention Facilities will not be able to maintain the current laundry system.

RETROACTIVE AGREEMENT:

The recommended agreement was received from Western State Design on January 10, 2019 and is retroactive to January 1, 2019. Subsequent time for processing delayed this item from being placed on an earlier agenda date.

FISCAL IMPACT:

There is no additional Net County Cost associated with the recommended action. The maximum yearly amount to be paid under this agreement shall not exceed \$50,000. This amount is included within the FY 2018-19 Adopted Budget for the Sheriff-Coroner-Public Administrator's Org 3111. Costs for additional years will be included in subsequent requested budgets. The maximum five-year agreement shall not exceed \$250,000.

DISCUSSION:

On December 3, 2013 the Board approved Agreement No. 13-706 with Western State Design Inc. for laundry equipment maintenance and services effective from January 1, 2014 through December 31, 2016 (\$120,000).

On December 13, 2016 the Board approved Amendment I to Agreement No. 13-706 with Western State Design Inc. 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.

On November 2, 2018, the County of Fresno ISD -Purchasing released Request for Quotation (RFQ) No. 19-027, which solicited competitive bids to provide laundry machine service and maintenance at the South Annex Jail and the Main Jail, which serve the Adult Detention Facilities. The RFQ was sent to six potential bidders; Western State Design Inc. was the only bidder and they are also the current vendor for these services. The new agreement includes pricing for monthly maintenance charges (\$1,397.55), hourly rates (\$91.50 for normal business hours; \$137.25 for holidays, nights and weekends; and \$150 per hour for emergency repair service), and reporting charges of \$91.50 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.

REFERENCE MATERIAL:

BAI # 20 - December 13, 2016

BAI # 24 - December 3, 2013

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with Western State Design, Inc.

CAO ANALYST:

Jeannie Z. Figueroa