



## Agenda Submittal

**Agenda #:** 20 **Status:** Approved  
**Type:** Contract **Department:** Library  
**File #:** 17-466 **Contact:** Bonnie A. Katz, 784-1502  
**Agenda date:** 6/27/2017 **Final action:** 6/27/2017  
**Title:** Approve a Solano County Library contract with Universal Building Services for the continuation of custodial services to seven Library branches housed in non-County owned buildings for an amount not to exceed \$526,272 for the term of July 1, 2017 through June 30, 2020; and Authorize the Director of Library Services to execute the contract and any associated amendments and extensions for up to two additional years provided that such amendments remain within budgeted appropriations  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Contract, 2. Adopted Contract, 3. Minute Order

Date	Ver.	Action By	Action	Result
6/27/2017	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Solano County Library recommends that the Board of Supervisors:

- 1) Approve a contract with Universal Building Services for the continuation of custodial services to seven Library branches housed in non-County owned buildings for an amount not to exceed \$526,272 for the term of July 1, 2017 through June 30, 2020; and
- 2) Authorize the Director of Library Services to sign the contract and any associated amendments and extensions for up to two additional years, provided that such amendments remain within budgeted appropriations.

### **SUMMARY:**

The Library utilizes the services of an outside custodial vendor for seven of its branch locations. The buildings which house the libraries listed below are not owned by the County, are serviced by an outside vendor and are not serviced by County Facilities. The locations are:

- John F. Kennedy Library
- Springstowne Library
- Fairfield Cordelia Library
- Suisun City Library
- Rio Vista Library
- Vacaville Public Library - Cultural Center
- Vacaville Public Library - Town Square

The current agreement will expire on June 30, 2017. General Services issued a Request for Proposal (RFP) to solicit for Library custodial services in March 2017. After evaluation of the three proposals received, Universal Building Services has been selected as the best qualified firm to provide the services required by the Library.

### **FINANCIAL IMPACT:**

As a result of the RFP conducted in March 2017, the annual cost of the custodial contract will be increased by \$12,182. This amount includes requested additional daytime cleaning for three facilities. There is no impact to the Solano County General Fund. The contract will be paid with Solano County Library funds and the costs associated with this contract are reflected in the Library's FY2017/18 budget.

### **DISCUSSION:**

Universal Building Services has provided custodial services for the seven Library branch locations since July 1, 2013. The Library worked with General Services to develop a RFP. In March 2017, the Library issued a formal and open Request for Proposal (RFP No. 68S-0303-17) to all interested and qualified providers of custodial services. The RFP was mailed to twenty-four (24) known providers of these services and was publically noticed on the County's website. As a result of this request, eight interested parties attended the mandatory walk of each of the facilities conducted on March 15, 2017. Three proposals were received by the submittal deadline of March 29, 2017. Each vendor was qualified and the proposals from all three vendors were reviewed. After technical evaluations and in-person interviews were completed, the firms ranked as follows:

- Universal Building Services
- Imperial Maintenance Services, Inc.
- FSG (Facility Service Group, LLC.)

Based on staff's review/rating of the proposals, Universal Building Services was recommended and the contract was drafted. The total award for the three-year contract is a maximum of \$526,272 for services.

The Library occupies seven non-owned county facilities in the cities of Fairfield, Rio Vista, Suisun, Vacaville and Vallejo. Under contract with the local jurisdictions, who are the building owners, the Library contracts for custodial services for each of these facilities. It is customary for the cities to contract with outside firms to provide custodial services. In addition, because of the expanded hours of Library operations (six or seven days per week including evenings), the contracted custodial firms provide the services needed after hours so as not to disrupt the operations of the libraries.

### **ALTERNATIVES:**

The Board of Supervisors could chose not to approve this contract or direct staff to consider other options and return with new recommendations. However, this alternative is not recommended as there is an ongoing critical need for daily custodial services. Any delay in awarding this contract could have an adverse effect on the appearance of the Library branches, as well as the buildings' cleanliness/safety for staff and our customers.

### **OTHER AGENCY INVOLVEMENT:**

General Services (Purchasing) helped develop the RFP and manage the process. County Counsel has approved the contract as to form. The County Administrator's Office has been consulted and concurs with the recommendation.

### **CAO RECOMMENDATION:**

## APPROVE DEPARTMENTAL RECOMMENDATION