



## Agenda Submittal

**Agenda #:** 21 **Status:** Approved  
**Type:** Contract **Department:** Workforce Development Board  
**File #:** 18-148 **Contact:** Heather Henry, 863-3501  
**Agenda date:** 3/13/2018 **Final action:** 3/13/2018  
**Title:** Approve a Workforce Development Board of Solano County contract amendment with Quali-Serv Janitorial for janitorial, maintenance, and facilities services to extend the term of the contract by one year beginning April 1, 2017 through March 31, 2019 by \$50,362 for a total contract amount of \$100,724; and Authorize the Executive Director of the Workforce Development Board to sign the contract amendment  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - First Amendment, 2. B - Link to Original Contract, 3. Executed First Amendment, 4. Minute Order

Date	Ver.	Action By	Action	Result
3/13/2018	1	Board of Supervisors	Approved	

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

### **DEPARTMENTAL RECOMMENDATION:**

The Workforce Development Board (WDB) of Solano County recommends that the Board of Supervisors:

1. Approve the first amendment to the existing contract between the Workforce Development Board of Solano County (WDB) and Quali-Serv Janitorial; and
2. Authorize the Executive Director of the Workforce Development Board to sign the contract.

### **SUMMARY:**

On January 19, 2018, the WDB approved a contract amendment with Quali-Serv Janitorial for janitorial, maintenance and facilities support services. The current contract will expire on March 31, 2018; however, this contract amendment provides for continued services through March 31, 2019.

### **FINANCIAL IMPACT:**

The budget for this second contract is \$50,362 reflecting a two year contract total of \$101,264. The contract will be paid using federal funds through the Workforce Innovation and Opportunity Act (WIOA) and the costs associated with the continuation of this contract are reflected in the WDB's FY 2017/18 approved budget and the FY 2018/19 Recommended budgets.

### **DISCUSSION:**

Staff published and distributed the Janitorial, Maintenance and Facilities Support Services Request for Proposal (RFP) in February 2017 and Quali-Serv Janitorial surfaced as the top firm to provide the full array of janitorial, maintenance and facilities support services described in the RFP and has kept their hourly billing rate as a "flat rate" of \$26 per hour for all services required of the RFP. It should be noted that this flat rate has

remained in effect for the last seven (7) years. Quali-Serv Janitorial has been providing janitorial, maintenance, and facility support services to the WDB for over 11 years.

Based in Quali-Serv's performance, WDS staff is recommending this first amendment for Quali-Serv Janitorial to continue as the WDB's Janitorial, Facilities and Maintenance Support provider for another year.

**ALTERNATIVES:**

While not recommended, the Board of Supervisors could direct staff to re-issue a new RFP for janitorial, maintenance and facilities support. However, and as reported earlier, the WDB's current building services contract is scheduled to end on March 31, 2017.

**OTHER AGENCY INVOLVEMENT:**

WDB staff worked with County Counsel and the County Administrator's Office in determining this recommendation.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION