



## Agenda Submittal

**Agenda #:** 19 **Status:** Approved  
**Type:** Contract **Department:** Workforce Development Board  
**File #:** 19-311 **Contact:** Heather Henry, 863-3501  
**Agenda date:** 4/23/2019 **Final action:** 4/23/2019  
**Title:** Approve the second amendment to the existing contract between the Workforce Development Board of Solano County and Quali-Serv Janitorial for janitorial, maintenance and facilities services in an amount not to exceed \$50,362, for a total contract award of \$151,086, beginning April 1, 2017 through March 31, 2020; and Authorize the Executive Director of the Workforce Development Board to sign the contract  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Contract Second Amendment, 2. B - Links to Original Contract and First Amendment, 3. Minute Order, 4. Executed Amendment

Date	Ver.	Action By	Action	Result
4/23/2019	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 second 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 March 22, 2019 the WDB approved a contract amendment with Quali-Serv Janitorial for janitorial, maintenance and facilities support services. The current contract expired on March 31, 2019; however, this contract amendment provides for continued services through March 31, 2020.

### **FINANCIAL IMPACT:**

The WDB's FY2018/19 and FY2019/20 budget includes the necessary funding to cover the cost of this contract renewal and the costs associated with preparing the agenda item.

### **DISCUSSION:**

Staff published and distributed the Janitorial, Maintenance and Facilities Support Services Request for Proposal (RFP) in February 2017 to 16 local and regional firms that provide janitorial, maintenance and facilities support services. A Bidders Conference was held on February 8th with a proposal deadline of February 17th. Staff received two proposals: Quali-Serv Janitorial and Aztec Janitorial Inc. While the proposal submitted by Aztec Janitorial Inc. was significantly below the published maximum budget and reflected strong experience providing janitorial services, it fell significantly short in addressing the maintenance and facilities support needs described in the RFP.

The Quali-Serv proposal did address all the janitorial, maintenance and facilities support services described in the RFP and has kept their hourly billing rate as a “flat rate” of \$24 per hour for all services required of the RFP. 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 a decade.

Based in Quali-Serv’s performance during the second contract year, staff is recommending them for a third and final contract renewal as the WDB’s Janitorial, Facilities and Maintenance Support provider. The budget for this third contract is \$50,362 reflecting a three-year contract total of \$151,086.

As discussed in a separate agenda item, the Workforce Development Board of Solano will be relocating to 500 Chadbourne Road in Fairfield on June 1, 2019. QualiServ will be providing janitorial, maintenance and facilities support services at the new location for the same amount.

**ALTERNATIVES:**

While not recommended, the Supervisors could direct staff to re-issue a new Request for Quote for Janitorial, Maintenance and Facilities support to see if a larger number of quotes would be submitted. However, the WDB’s current building services are scheduled to end on March 31, 2019; and Quali-Serv has met the requirements for a third and final renewal.

**OTHER AGENCY INVOLVEMENT:**

No other agency was involved.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**