



## Agenda Submittal

**Agenda #:** 25 **Status:** Approved  
**Type:** Contract **Department:** Workforce Development Board  
**File #:** 20-327 **Contact:** Heather Henry, 863-3500  
**Agenda date:** 4/28/2020 **Final action:** 4/28/2020  
**Title:** Approve a Workforce Development Board (WDB) of Solano County third contract amendment with Quali-Serv Janitorial for Janitorial, Maintenance and Facilities Support Services until the end of FY2019/20, and additional sanitation beginning April 1, 2020 through June 30, 2020, for an amount not to exceed \$163,670 (\$100,724 from the first amendment, \$50,362 for the second contract amendment, and \$12,584 for the third contract amendment); and Authorize the Workforce Development Board President/Executive Director to sign the contract  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Contract, 2. Executed Contract, 3. Minute Order

Date	Ver.	Action By	Action	Result
4/28/2020	1	Board of Supervisors		

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 approve a third contract amendment with Quali-Serv Janitorial for janitorial, maintenance and facilities support services until the end of the FY2019/2020, and additional sanitation services beginning April 1, 2020 through June 30, 2020, for an amount not to exceed \$163,670; and authorize the Workforce Development Board President/Executive Director to sign the contract.

### SUMMARY/DISCUSSION:

It is recommended that the Board of Supervisors approve staff's recommendation to extend the contract with Quali-Serv Janitorial of Suisun City, CA for Janitorial, Maintenance and Facilities Support. The current contract is set to end during the 2019-20 Programmatic Year of March 31, 2020. Staff is recommending the contract be extended to end on the Fiscal Year 2020-21 of June 30, 2020 to allow for enough time for the WDB to procure for a new service provider, as the three-year service term has been completed with Quali-Serv. In addition, funding has been added for the increased cost of sanitation measures required because of the novel coronavirus 2019 (COVID-19).

It is also recommended that the Board of Supervisors authorize the President/Executive Director to sign the professional service contract. As required by Solano County's Procurement Policy and the current Memorandum of Understanding (MOU) with the County, any contract above \$50,000 must be reviewed and approved by the Board of Supervisors. With the original contract exceeding \$50,000, any extensions to the contract must be approved by the Board of Supervisors.

In April 2020, staff will release a new Request for Quote (RFQ) for Janitorial, Maintenance and Facilities support for the 2020-21 Programmatic Year.

### RFP Process

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 addressed 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 over a decade.

Based on Quali-Serv’s performance during the third year of the contract, staff is recommending them for a fourth and final contract extension as the WDB’s Janitorial, Facilities and Maintenance Support provider. The budget for this fourth contract is \$12,584 reflecting a three-year contract total of \$163,670.00. This extension includes the cost of additional sanitation measures required due to COVID-19.

### **FINANCIAL IMPACT:**

The WDB’s FY2019/20 budget will include the necessary funding to cover the cost of this contract renewal. The additional cost of sanitation measures will be charged to the new “Additional Assistance” grant received from the state for COVID-19 costs.

### **ALTERNATIVES:**

While not recommended, the Board of Supervisors could choose not to approve the contract extension and direct staff to seek alternatives for these services until a new Request for Quote (RFQ) for Janitorial, Maintenance and Facilities support is conducted. This decision could result in a lapse in necessary support within the WDB’s facility.

### **OTHER AGENCY INVOLVEMENT:**

No other agency involvement.

### **CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION