



## Agenda Submittal

**Agenda #:** 11 **Status:** Approved  
**Type:** Contract **Department:** Workforce Development Board  
**File #:** 20-561 **Contact:** Heather Henry, 863-3500  
**Agenda date:** 8/11/2020 **Final action:** 8/11/2020  
**Title:** Approve a Workforce Development Board (WDB) of Solano County contract with Quali-Serv Janitorial for Janitorial, Maintenance, and Facilities Support services beginning July 1, 2020 through June 30, 2021 for an amount not to exceed \$56,400; 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
8/11/2020	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 Workforce Development Board (WDB) of Solano County contract with Quali-Serv Janitorial to provide Janitorial, Maintenance, and Facilities Support services beginning July 1, 2020 through June 30, 2021 for an amount not to exceed \$56,400 and authorize the Workforce Development Board President/Executive Director to sign the contract

### SUMMARY/DISCUSSION:

It is recommended that the Board approve staff's recommendation to approve a contract for \$54,600 with Quali-Serv Janitorial to provide Janitorial, Maintenance and Facilities Support services for the period of July 1, 2020 through June 30, 2021.

It is also recommended that the Board authorize the President/Executive Director to sign this professional service contract after it has been reviewed by County Counsel and approved by the County Board of Supervisors. As required by Solano County's Procurement Policy and the Board's 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.

This contract may be extended in time, for up to two (2) years at an anticipated \$54,600 annually subject to satisfactory performance by the contractor, availability of funds and Board action.

### RFP Process

On June 3, 2020 the WDB published and distributed the Janitorial, Maintenance and Facilities Support Services Request for Quote (RFQ) to 16 local firms that provide janitorial, maintenance and facilities support

services in addition to posting the RFQ on the WDB's website. An email Q&A/technical assistance was available for all vendors to submit questions by June 12th.

Staff received one (1) proposal by the June 17th deadline from Quali-Serv Janitorial of Suisun City, CA. Based on the WDB's Procurement Policy, in compliance with Federal, state, and local guidelines this procurement is deemed a failed solicitation as it did not secure a minimum of two responsive offers. A sole source recommendation was presented and approved by the Executive Director.

Staff conducted a threshold review of the proposal submitted by Quali-Serv Janitorial and determined the proposal met the minimum qualifications for contract consideration. Staff completed evaluation of Quali-Serv proposal. Below are the scores and average rating score: Agency, 96; Total Points Possible, 100; Rater 1 Score, 96; Rater 2 Score, 100; Rater 3 Score, 98; Average Score, 98.

The Quali-Serv proposal addressed all of the janitorial, maintenance and facilities support services described in the RFQ. It should be noted that Quali-Serv Janitorial has kept their hourly billing rate as a "flat rate" of \$28 per hour for all services required of the RFQ. Quali-Serv Janitorial has been providing janitorial, maintenance and facility support services to the WDB for almost two decades.

#### **FINANCIAL IMPACT:**

The WDB's FY2019/20 and FY2020/21 budget will include the necessary funding to cover the cost of this contract.

#### **ALTERNATIVES:**

While not recommended, the Board 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 ended on June 30, 2020 and with COVID-19 it is imperative that services are uninterrupted.

#### **OTHER AGENCY INVOLVEMENT:**

No other agency involvement.

#### **CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION