



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/11/2015

Agenda Placement: 6P

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Steven Lederer - Director of Public Works  
Public Works

**REPORT BY:** Julie Kirk, STAFF SERVICES ANALYST I - 259-8603

**SUBJECT:** Amendment No. 4 to Agreement No. 4562 with Franks Janitorial Services

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 4562 with Franks Janitorial Service, Inc. decreasing the amount by \$5,000 for a new maximum of \$25,000 per fiscal year with an effective date of July 1, 2015 for janitorial services provided to County offices located at 994 Kaiser Road and 809 Coombs Street.

### **EXECUTIVE SUMMARY**

Currently, Franks Janitorial provides services at 3 County offices: 994 Kaiser Road, 809 Coombs Street and 707 Randolph Street. This amendment allows for an increase in the maximum monthly amount from \$1,045 to \$1,344 for services provided at 809 Coombs Street due to increased service levels and provides for the elimination of services at 707 Randolph Street. The overall impact is a reduction in the annual maximum amount from \$30,000 to \$25,000.

Franks Janitorial Service is a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Fund 1000 - Subdivision 1058001 - Program 2014EQ provides funds for Janitorial Services at 809 Coombs following the 2014 South Napa

Earthquake.  
Fund 1000 - Subdivision 4200008 provides funds for Janitorial Services at 994 Kaiser Road.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: As a result of the damage caused to several County facilities by the 2014 South Napa Earthquake, County has temporarily leased office space at 809 Coombs Street. Approval of this Amendment allows for an expanded scope of janitorial services provided to the Probation Department at 809 Coombs Street.

Is the general fund affected? Yes

Future fiscal impact: The costs for Janitorial Services at 809 Coombs Street will continue to be incurred until repairs to the Hall of Justice building are completed.

Consequences if not approved: Napa County Probation Department would be provided with only minimal janitorial services.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Since August 2001, Frank's Janitorial Services has provided janitorial services to the Records Center at 994 Kaiser Road and after the 2014 South Napa Earthquake, to County facilities temporarily relocated to 809 Coombs Street and 707 Randolph Street, Napa. Services are no longer required at 707 Randolph Street, Napa due to the District Attorney returning to their office space in the Carithers Building.

Today's action will allow for expanded janitorial services provided to the Probation Department currently housed at 809 Coombs Street with a monthly increase at that location of \$299 for a new monthly maximum of \$1,344. The increase of \$299 is due to an increase in the scope of work being provided to Probation Department to include replacing trash container liners, emptying recycling receptacles and vacuuming carpets in offices three times per week. Previously, Napa County Counsel occupied this space and requested no janitorial services within individual offices.

The new annual maximum compensation under this agreement for all service locations is \$25,000, a decrease of \$5,000 due to the elimination of services at 707 Randolph Street.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Liz Habkirk