



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/19/2010
Agenda Placement: 7F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Don Ridenhour - Director
Public Works
REPORT BY: Nancy Owyeong, Staff Services Analyst I - 253-4603
SUBJECT: Amendment No. 1 to Agreement No. 4562 with Franks Janitorial Services

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 4562 effective October 19, 2010, with Franks Janitorial Service, Inc. increasing the amount by \$772 for a new maximum of \$4,792 for janitorial services at the County's Records Center located at 994 Kaiser Road.

EXECUTIVE SUMMARY

Approval of this agreement will increase the maximum annual amount from \$4,020 to \$4,792. The increase of \$772 consists of \$492 for the cost of living increase and \$280 for dusting the shelves if such service is required. Franks Janitorial Service is a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	It is partially (\$4,562) included in the FY10/11 Mail/Records Management budget and therefore the budget will need to absorb the increased cost of \$230.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Mail/Records Management Services' site is remote from available

County building maintenance resources. The County's economic interests are best served by contracting for janitorial services in lieu of incurring additional travel and other expenses for existing County staff.

Is the general fund affected? Yes

Future fiscal impact: If today's request is approved, the new maximum amount of \$4,792 will be included in the future budget of the Mail/Record Management budget. Any future amendments to the agreement are required to be approved by the Board.

Consequences if not approved: County staff will need to provide the service which will result in higher cost.

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

Napa County entered into an agreement on August 14, 2001 with Franks Janitorial Services to provide janitorial services to the Record Center for a total annual amount of \$4,020. The maximum amount of this agreement was increased by 4% on July 2002 and 5% on July 2004.

This is the first increase since July 2004 with a new maximum amount of \$4,792 this amount includes \$280 for extra services if needed. This is the first amendment to the agreement due to an automatic adjustment clause in the agreement which allows for adjustments to reflect any increase in the State Unemployment Insurance taxes during the term of the agreement. This clause is deleted from the agreement in Amendment No. 1, as this no longer applies to any County agreements. Future adjustments to the agreement will be approved by the Board.

Franks Janitorial Services is a local vendor that has provided quality service since August 2001. Public Works will update competitive service quotes in fiscal year 2011-12 to ensure the County is receiving the best value in the provision of these services.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi