



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/22/2010
Agenda Placement: 7M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Kim Henderson for Don Ridenhour - Director
Public Works
REPORT BY: Nancy Owyong, Staff Services Analyst I - 253-4603
SUBJECT: Agreement for Janitorial Services at the American Canyon Library

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Franks Janitorial Services for an annual maximum amount of \$7,020 for the term July 1, 2010 through June 30, 2011, with an automatic renewal, for janitorial services for the American Canyon Library, located at 3421 Broadway St. American Canyon.

EXECUTIVE SUMMARY

Approval of this agreement will allow Franks Janitorial Service to provide janitorial services for the American Canyon Library for an annual maximum amount of \$7,020 for the term July 1, 2010 through June 30, 2011, with an automatic renewal, unless either party gives a thirty (30) days written notice.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Library
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Library does not have the internal resources to provide the janitorial services needed to keep the American Canyon Library safe and clean for library patrons. The service requested will provide a clean and safe

	environment for staff and the general public.
Is the general fund affected?	No
Future fiscal impact:	The Library will review the janitorial needs of the American Canyon Library location each fiscal year and will include within its appropriations the amount needed to meet the janitorial needs of the American Canyon Library.
Consequences if not approved:	Library staff will not be able to provide the needed janitorial services for the American Canyon Library location. This will cause an unclean and unsafe environment for staff and the library's patrons. Staff would need to conduct another search for janitorial services and bring the request back to the Board at a later date.
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

The firm that has been providing janitorial services to the American Canyon Library location since November 21, 2001 is no longer able to provide these services. Franks Janitorial Services will provide janitorial services to the American Canyon Library location for the same annual amount as the previously contracted firm. This amount is \$7,020 for the term July 1, 2010 through June 30, 2011, with an automatic renewal provision. An informal request for quotes was conducted and Franks Janitorial Services was amongst the lowest of the bids that were submitted.

The Library does not have the internal resources to handle the janitorial needs of the American Canyon Library location. Due to this fact, staff is recommending the approval of this agreement as it will allow for a safe and clean environment for staff and American Canyon Library patrons.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi