



Agenda Date: 1/10/2006
Agenda Placement: 6E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Janet McCoy - Director
Library
REPORT BY: Janet McCoy, Library Director, 253-4208
SUBJECT: Amendment No. 1 to Agreement 4641 for American Canyon Library Janitorial Services

RECOMMENDATION

Library Director requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 4641 with John's Custodial Service increasing the amount by \$2.00 per day for a new maximum of \$5,200 per fiscal year and amending the Scope of Work to include the new schedule of services for the American Canyon Library Janitorial Services.

EXECUTIVE SUMMARY

John Ivory, formerly doing business as John and Lynda's Custodial Service, now doing business as John's Custodial Service, has provided janitorial services to the American Canyon Library since November 27, 2001 at the rate of \$18.00/day. Amendment No. 1 to Agreement 4641 increases the rate to \$20.00/day, amend the scope of work to include new schedule of services, and updates the business name and address to John's Custodial Service, 1364 Lawler Ranch Parkway, Suisun City, CA 94585.

FISCAL IMPACT

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|-----------------------------------|--|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | Library |
| Is it Mandatory or Discretionary? | Mandatory |
| Is the general fund affected? | No |
| Future fiscal impact: | The increase of \$2.00 per day amounts to approximately \$520 per year. The library's budget can absorb this increase. |

Consequences if not approved: Unknown.

Additional Information: None

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 Board of Supervisors approved Agreement 4641 with John and Lynda's Custodial Service, now doing business as John's Custodial Service, on November 27, 2001, to provide janitorial services to the American Canyon Library. The charge for the service has not increased from \$18.00/day since that time. Amendment No. 1 to Agreement 4641 increases the rate to \$20.00/day (which is an 11% increase over the 4-year period), amends the scope of work to include new schedule of services, and updates the business name and address to John's Custodial Service, 1364 Lawler Ranch Parkway, Suisun City, CA 94585.

This amendment has been discussed with Public Works.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman