



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/1/2016

Agenda Placement: 6E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Property Management

REPORT BY: Julie Kirk, Staff Services Analyst I - 259-8603

SUBJECT: Amendment No. 6 to Agreement No. 4562 with Franks Janitorial Services

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chairman to sign Amendment No. 6 to Agreement No. 4562 with Franks Janitorial Service, Inc. increasing the maximum contract amount by \$5,000 for a new maximum of \$35,000 per fiscal year with an effective date of March 1, 2016, for janitorial services provided to County leased offices located at 994 Kaiser Road and the Young Building.

EXECUTIVE SUMMARY

Franks Janitorial provides services at two County leased office spaces; 994 Kaiser Road and the Young Building. This amendment allows for an increase in the maximum monthly amount from \$1,893 to \$1,950 for services provided at the Young Building and from \$387 to \$406.25 for services provided at 994 Kaiser Road. The need to increase the maximum contract amount is due to an increase in the State minimum wage effective January 1, 2016. The new maximum annual payment allowable under this agreement is \$35,000.

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 the Young Building 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 the Hall of Justice building by the 2014 South Napa Earthquake, the County has temporarily leased office space in the Young Building for the Probation Department. The Records Center has been located at 994 Kaiser Rd. since July 1, 2000. Approval of this Amendment allows for ongoing and adequate levels of janitorial services to be maintained in both these locations.

Is the general fund affected? Yes

Future fiscal impact: The costs for Janitorial Services at the Young Building will continue to be incurred until repairs to the Hall of Justice building are completed. The cost for Janitorial Services at 994 Kaiser Road will continue to be budgeted in the Records Management/Mail Budget.

Consequences if not approved: Napa County Probation and Records Center would be provided with inadequate janitorial services in these locations.

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 Service 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 the Young Building.

Approval of the requested action will allow the maximum monthly amount of compensation for services provided at 994 Kaiser Road to increase by \$19.25 for a new monthly maximum of \$406.25, and at the Young Building by \$57 for a new monthly maximum of \$1950. The total maximum monthly increase of \$76.25 is due to a State minimum wage increase which went into effect on January 1, 2016.

Total monthly amount for all locations is \$2,356.25 with an annual maximum of \$28,275. The \$6,725 increase above the annual maximum allows for contract authority if non-routine janitorial services are needed in these two locations during the fiscal year.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula