



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 6/18/2019

Agenda Placement: 6R

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** JoAnn Melgar for Jennifer Yasumoto - Director  
Health & Human Services Administration

**REPORT BY:** JoAnn Melgar, Staff Services Analyst II - 707-253-4722

**SUBJECT:** Amendment No. 1 to Agreement with Lytle, Inc. dba Hobart Sales and Service

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### **RECOMMENDATION**

Director of Health and Human Services Agency requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 180245B with Lytle, Inc. doing business as Hobart Sales and Service increasing the amount by \$10,001 for a new annual maximum of \$20,000, extending the term through June 30, 2023, revising the Scope of Work, revising the Exhibit B, and amending the Specific Terms and Conditions for kitchen equipment repair servicing and maintenance.

### **EXECUTIVE SUMMARY**

Today's requested action will amend an Agreement with Lytle, Inc. doing business as Hobart Sales and Service ("Hobart") for repair and maintenance of county-owned kitchen equipment located at the Health and Human Services Agency South Campus and the residential treatment facility located at the Napa State Hospital and operated by Center Point, Inc. to:

1. Increase the annual contract maximum from \$9,999 to \$20,000;
2. Replace The Scope of Work Exhibit "A" with Exhibit "A-1" to reflect that Center Point, Inc. has taken over operations from McAlister Institute for Treatment & Education, Inc. and to specify the equipment owned by the County at that location;
3. Replace the Compensation Exhibit "B" with Exhibit "B-1" to reflect in the contract maximum increase;
4. Extend the term of the Agreement by three years with a new termination date of June 30, 2023; and
5. Incorporate Specific Term and Condition 3.5 to delegate authority to the Director of Health and Human Services to approve future rate change amendments to Exhibit B provided there are no changes to the contract maximum.

Hobart is not a local vendor. Staff issued a formal Request for Proposals in May 2017 and received no responses.

Hobart was selected because it has consistently provided excellent services to the County.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Alcohol & Drug Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This agreement is discretionary in that it is not mandated to have kitchen equipment at the HHSA or Center Point facilities. However, the kitchen equipment allows the programs to provide food for clients receiving services.
Is the general fund affected?	No
Future fiscal impact:	This Agreement is set to automatically renew, appropriations will be budgeted accordingly.
Consequences if not approved:	If this contract is not approved, HHSA will be unable to have kitchen equipment repaired at HHSA or Center Point facilities.
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**

Lytle, Inc. doing business as Hobart Sales and Service ("Hobart") is a family-owned business located in Santa Rosa, California and established in 1968. Hobart provides service and parts for food equipment and their staff includes 13 factory-trained technicians. The purpose of this Agreement is for Hobart to provide on-call repair of kitchen equipment located at the residential treatment facility operated by Center Point, Inc. at Napa State Hospital and the Health and Human Services Agency (HHSA) South Campus kitchen.

Equipment used in preparation and storage of items for food service must be fully operational to avoid any delays or interruptions of service and must meet all applicable health codes regarding operation of a food service facility.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri