



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/15/2017

Agenda Placement: 6D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: JoAnn Melgar for Howard Himes - Director
Health & Human Services Administration

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

SUBJECT: Amendment No. 4 to Agreement with Universal Building Services, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 170210B (formerly Agreement No. 7958) with Universal Building Services, Inc. increasing the amount by \$1,044 for a new annual maximum of \$3,060 and incorporating Addendum 1 to the Scope of Services (Exhibit A) and Addendum 3 to the Compensation exhibit (Exhibit B) to provide additional janitorial services for the County's satellite campus in American Canyon, California.

EXECUTIVE SUMMARY

Under the current agreement, the contractor provides janitorial services for the County's satellite campus in American Canyon two days per week for two office suites. Approval of the recommended amendment will increase the annual maximum amount to reimburse the contractor for cleaning three office suites.

Due to the policy the Board approved on January 12, 2011, agreements over three years in length require approval by the Board. This agreement has increased beyond that time frame thus it must be brought to the Board for approval.

Universal Building, Inc., is not a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

Where is it budgeted?	<ol style="list-style-type: none"> 1. Health & Human Services WIC 2. Health & Human Services MH 3. Health & Human Services ADS 4. Health & Human Services CWS 5. Health & Human Services CSOA 6. Health & Human Services SSSD
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This agreement is discretionary in that there is no mandate to contract for these services. Approval of this action will enable HHSA to pay for janitorial services provided at the American Canyon facility.
Is the general fund affected?	No
Future fiscal impact:	This agreement is set to auto-renew and appropriations will be budgeted accordingly.
Consequences if not approved:	If this agreement is not approved, HHSA will not have affordable janitorial services at the American Canyon facility.
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

Universal Building Services currently provides janitorial services two days per week for the County's Health and Human Services Agency (HHSA) satellite campus in American Canyon.

HHSA provides the following services in the satellite offices:

- 1 Career Center - This service assists County residents to find meaningful employment by developing career and interviewing skills. The Career Center is staffed by a "one stop" coordinator and employment and training workers. Customers can obtain career counseling, referrals, information related to the job market, child care, transportation and financial assistance. A computerized job bank, internet access, resume writing and cover letter software, and job search videos, along with photocopiers, telephone and fax machines, are available for clients to use.
- 1 Eligibility Services - For residents needing cash aid and food and/or medical benefits assistance, eligibility services are available on both a walk-in and by-appointment basis.
- 1 Women, Infants and Children (WIC) - The WIC program provides nutrition education, breastfeeding support and supplemental food vouchers to low-income women and children ages 0-5 years old. The program acts as a supplemental food program for clients at nutritional risk including pregnant and breastfeeding women.

HHSA also offers the following services on an appointment or drop-in basis:

- | Mental Health System Navigators - This service provides outreach, resources and referrals to mental health and related services throughout the County.
- | Child Welfare Services (CWS) - CWS provides a continuum of required services such as emergency response, family maintenance and family reunification.
- | Comprehensive Services for Older Adults - This program provides a variety of services to meet the needs of older adults and persons with disabilities, including Adult Protective Services and In-Home Supportive Services (IHSS).
- | Alcohol and Drug Services - This program provides an array of treatment, prevention and education services and helps to connect people with community resources.

Approval of the recommended amendment will increase the annual maximum to add an additional office at which the vendor will provide janitorial services. This agreement is funded by the HHSA programs that provide services at the American Canyon satellite campus. All services are provided in English and Spanish.

Universal Building Services, Inc., is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula