



Information and General Services Department

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*Information Systems
Geographic Information Systems
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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: December 13, 2016

TO: Board of Supervisors

FROM: **Steve Monaghan – IGS-Facilities Management**

SUBJECT: Resolution authorizing execution of a Personal Services Contract between the County of Nevada and Pro-Line Cleaning Services, Inc., for janitorial services at various County facilities in the amount of \$120,000 for the period January 1, 2017 through June 30, 2018

RECOMMENDATION: Adopt the Resolution.

FUNDING: Funding for these services will be paid from the Facilities Management, Library, and various departments of the Health and Human Services Agency budgets.

BACKGROUND: In September, 2016 the County Purchasing Agent issued requests for proposals for janitorial services to be provided at County facilities in both the eastern and western portions of the County. Three proposals were received for the western county locations and three proposals were received for the eastern county locations. The County has contracted with Pro-Line Cleaning Services, Inc., since 2007. Over that time, Pro-Line has been the successful proposer in response to two requests for proposals. The proposals were evaluated by a team from Facilities and Purchasing. Pro-Line Cleaning Services was selected to provide cleaning services at Crown Point, the Brighton Greens Resource Center, and Truckee facilities. Out of Sight Cleaning of Penn Valley was selected to service the remaining facilities.

The Purchasing Agent will encumber the contract and shall be authorized to make amendments to this contract up to an aggregate increase of ten percent as may be necessary to change the level or schedule of service to meet the needs of the County.

Item Initiated by: Tom Coburn

Approved by: Steve Monaghan