



Information and General Services Department

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*Information Systems
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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: December 11, 2018

TO: Board of Supervisors

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

SUBJECT: Resolution approving Amendment No.1 to the Personal Services Contract between the County of Nevada and Pro-Line Cleaning Services, Inc., for janitorial services at various County facilities, increasing the contract amount by \$65,000 to a maximum contract price of \$130,000, extending the term of the contract to June 30, 2019, and authorizing the Chair of the Board of Supervisors to execute the Amendment.

RECOMMENDATION: Adopt the Resolution.

FUNDING: Funding for these services are included and will be paid from the FY 2018-19 Facilities Management, Library, and various departments of the Health and Human Services Agency budgets. There is no budget amendment required and no impact on the General Fund.

BACKGROUND: The County has contracted with Pro-Line Cleaning Services, Inc., of Diamond Springs since 2007. Over that time, Pro-Line has been the successful proposer in response to two requests for proposals. In 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. Two companies were selected for a contract award. Pro-Line 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.

Resolution 18-319 authorized a contract with Pro-Line Cleaning Services, Inc., for a period of six months beginning July 1, 2018 to allow time for Facilities and Purchasing to prepare another competitive process to solicit bids. Additional time is now required to prepare the bid solicitation and staff is requesting that the contract be extended to the end of the fiscal year. This will allow sufficient time to consult with County departments regarding their current and future janitorial needs and to have a contract in place for next fiscal year.

This Amendment will increase the Maximum Contract Price by \$65,000 to \$130,000 and extend the term of the agreement by six months to June 30, 2019. In all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.

Item Initiated by: Justin Drinkwater
Approved by: Steve Monaghan