

County of Sonoma Agenda Item Summary Report

Clerk of the Board Use Only
 Meeting Date _____ Held Until _____
 Agenda Item No. _____ Agenda Item No. _____

Department: General Services

() 4/5 Vote Required

Contact:

Phone:

Board Date:

Deadline for Board Action:

Jon E. Martens, CFM

(707) 565-2164

5/5/09

Agenda Short Title:

FACILITIES OPERATIONS MAINTENANCE/JANITORIAL OVERSIGHT AGREEMENT WITH THE SONOMA COUNTY OFFICE OF EDUCATION

Requested Board Action:

Authorize the General Service Director to execute an Agreement between Sonoma County Office of Education and the County of Sonoma Facilities Operations Division to provide maintenance and janitorial oversight services to the Sonoma County Office of Education, effective July 1, 2008 through November 4, 2013.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES

ADD'L FUNDS REQUIRING BOARD APPROVAL

Estimated Cost \$50,000

Contingencies \$
(Fund Name:)

Amount Budgeted \$50,000

Unanticipated Revenue \$
(Source:)

Other Avail Approp \$
(Explain Below)

Other Transfer(s) \$
(Source:)

Additional Requested: \$

Additional Funds Requested: \$

Explanation (if required): Expenses will be offset by revenues from billings for services.

Prior Board Action(s):

None

Alternatives – Results of Non-Approval:

The County could choose not to contract with the Sonoma County Office of Education.

Background: (Agreement for services is on file with the Clerk of the Board)

Expansion and diversification of General Fund revenue sources is one of the goals identified in the Sonoma County Strategic Plan (See Goal II, Section 2, which specifies "Offer County services to other jurisdictions, agencies, and organizations to increase economies of scale and reduce unit costs without compromising delivery of core services.") The County and the Sonoma County Office of Education (SCOE) have developed the following scope of work as well as a method for compensating the County for maintenance services provided to SCOE. The Agreement is on file with the Clerk of the Board. The term of this agreement is July 1, 2008 – November 4, 2013.

Summary of Agreement:

a) Preventative maintenance

Facilities Operations will provide SCOE with preventative maintenance services in order to ensure regulatory compliance and maximum service life and efficiencies.

Items serviced will include:

- a. heating and air conditioning units, including HVAC filters, belts, and coils,
- b. fire extinguishers, fire alarm panels, monthly exit/egress lighting, sprinklers, door/panic¹ hardware,
- c. electrical panels, outlets, and switches,
- d. plumbing, including toilets, sinks, faucets, drains, hose bibs, and backflow devices, and
- e. roofing, including roof/gutter cleaning, and clearing of down spouts.

Attachments:

On File With Clerk: Copy of Preventive Maintenance and Repair Agreement

CLERK OF THE BOARD USE ONLY

Board Action if Other than ("Requested")	Vote:

¹Panic hardware is installed on most doorways of public facilities to provide for the rapid exit and release of door latches in cases of emergency, in the form of a bar or panel installed laterally across the door.

b) Corrective maintenance

Deficiencies discovered during preventative maintenance work will be identified for SCOE. Subject to prior authorization from SCOE, such work may include:

- a. HVAC motors, bearings, and system components requiring repair or replacement,
- b. failed fire and life safety devices, exit/egress lighting batteries, and panic hardware parts or replacements,
- c. failed electrical components and house wiring, including re-lamping,
- d. replacement of plumbing fixtures and cartridges,
- e. repair of roofing systems and gutters,
- f. repairs made necessary by vandalism,
- g. minor painting services, and
- h. annual wheelchair lift service.

c) Janitorial oversight

This contract does not include janitorial oversight responsibility; however, we are requesting authorization to provide this service in the future. Oversight of janitorial work may include:

- a. inspection of buildings after contractor has performed cleaning,
- b. serve as single contact point for SCOE janitorial issues,
- c. ensure contractor performs work according to contract,
- d. assess liquidated damages on behalf of SCOE should contractor fail to perform, and
- e. serve as janitorial resource for SCOE.

Funding

Expenses will be offset by revenues from billings for services. All services will be billed on a time and materials/expense basis. Preventative maintenance and janitorial oversight will be billed monthly with an annual not-to-exceed limit as specified in the contract. Corrective maintenance services will be additional and will be authorized by SCOE in advance. Current funding in the Facilities Operations Budget allows for the provision of these services as specific service costs will be reimbursed by SCOE. Facility Operations has evaluated current staffing and work loads and is of the opinion that it can effectively deliver these services without detrimentally impacting its ability to support County facilities. Funding to support this agreement is available in the Facilities Operations Budget (index #010553).

In September 2008, Facilities Operations performed emergency work for the Sonoma County Office of Education facilities. Since then, Facilities Operations has also provided minor infrastructure/maintenance services totaling approximately \$5,129. County Counsel has advised the Department that, absent a lawful delegation by the Board or independent statutory authority, all services provided to other governmental entities should be provided by way of a contract agreement that has been approved by the Board. To this end, the department is seeking Board approval of a contract effective July 1, 2008, to capture the \$5,129 and to allow Facilities Operations to perform and charge for future services.

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