

**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:**  
Jon Martens

**Phone:**  
565-2550

**Board Date:**  
June 23, 2009

**Deadline for Board Action:**  
6/23/2009

**AGENDA SHORT TITLE:** JANITORIAL CONTRACT EXTENSION

**REQUESTED BOARD ACTION:**

Authorize the General Services Director to execute a six-month extension to the existing janitorial contract with American Building Maintenance in order to complete the competitive procurement process for a new contract and to allow the recommended vendor to meet the security clearance requirements mandated by the negotiated contract.

**CURRENT FISCAL YEAR FINANCIAL IMPACT**

**EXPENDITURES**

**Estimated Cost**                      \$              0

**Amount Budgeted**                      \$              0

**Other Avail Approp.**                      \$  
(Explain below)

**Additional Requested:**                      \$

**ADD'L FUNDS REQUIRING BOARD**

**Contingencies**                      \$  
(Fund Name:)

**Unanticipated Revenue**                      \$  
(Source:)

**Other Transfer(s)**                      \$  
(Source:)

**Add'l Funds Requested:**                      \$

**Explanation (if required):** No impact on FY08/09. Impact on 09/10 budget would be approximately \$450,000 for 6-month extension. These funds are budgeted in Facilities Operations, Dept of Health Services, and other indexes.

**Prior Board Action(s):**

- 09/26/06–Award one-year, nine-month Agreement to ABM with two one-year extensions through July 1, 2009
- 10/11/05–Authorize ABM to provide services to Juvenile Justice Center.
- 09/30/03–Awarded one-year, nine-month Agreement to ABM with three one-year extensions.
- 06/03/03–Extend janitorial Agreement with ABM through September 2003.
- 08/22/00–Extend janitorial Agreement with ABM through June 2001
- 06/23/98–Awarded two-year Agreement to ABM with three one-year extensions

**Alternatives - Results of Non-Approval:**

The County would not have custodial services provided by American Building Maintenance.

**Background:**

In June of 2006, a Request for Proposal (RFP) for janitorial services was sent to 38 qualified contractors. On September 26, 2006, upon completion of the RFP review, the County awarded a one-year, nine-month custodial services agreement with two one-year extensions to American Building Maintenance (ABM). The agreement is scheduled to conclude July 1, 2009.

General Services requests that the Board approve a six-month extension to the existing janitorial contract with American Building Maintenance in order to complete on-going efforts to establish a new service contract using a competitive procurement process, consistent with the County's purchasing policies and best practices. Additionally, the recommended vendor will need sufficient time to meet the Sheriff Department's security background check requirements for proposed staff. Though we will initiate the background process for janitorial staff upon contract award, it has been our experience that vendors may need to make staff adjustments based on information received from the background checks.

**Funding:**

Funding for this agreement is available in the General Services Facilities Operations Budget (Index#010553), Department of Health Services indexes, and miscellaneous other County department indexes. There will be no increase in cost over the existing contract.

**REQUESTED BOARD ACTION:**

Authorize the General Services Director to execute a six-month extension to the existing janitorial contract with American Building Maintenance in order to complete the competitive procurement process for a new contract and to allow the recommended vendor to meet the security clearance requirements mandated by the negotiated contract.

**Attachments:**

**On File With Clerk:** Copy of Agreement, Copy of Contract Extension

**CLERK OF THE BOARD USE ONLY**

**Board Action** (If other than "Requested")

**Vote:**