



SUMMARY REPORT

Agenda Date: 9/22/2020

To: Sonoma County Board of Supervisors
Department or Agency Name(s): General Services
Staff Name and Phone Number: Caroline Judy, 707-565-8058
Vote Requirement: 4/5th
Supervisorial District(s): All

Title:

Countywide Janitorial Services Amendment

Recommended Action:

- A) Authorize the Purchasing Agent to execute an amendment, in form approved by County Counsel, to the janitorial services agreement with ABM Onsite West to:
 - 1. Retroactively increase hourly rates to minimum wage of \$15 per hour as of July 1, 2020; and
 - 2. Extend the ABM Onsite Services West service agreement for up to 24 months, and for an amount not to exceed \$4,375,487.
- B) Authorize the Purchasing Agent to approve any future addendums needed to address additional potential COVID related level-of-service changes with ABM Onsite Services West through the end of the amended contract not to exceed 10% or \$43,754 of the contract.
- C) Adopt a resolution authorizing budget adjustments to the General Services Department FY20/21 budget in the amount of \$751,858 for increased janitorial costs.
(4/5th Vote Required)
- D) Approve Janitorial Supervisor Limited Term FTE Program Change request and budget resolution transferring \$109,452 from the COVID-19 CARES Disaster Fund.
(4/5th Vote Required)

Executive Summary:

The General Services Department manages the contract for janitorial services in over 2 million square feet of County owned and leased buildings. Board authorization is necessary to execute an amendment to the current agreement to implement a minimum wage increase, extend the existing term for two years, and to delegate authority to the Purchasing Agent to make modifications to the contract as necessary to adjust the scope of services over the term given changing recommendations for COVID mitigation. Finally, the Department requests authorization for a time limited Janitorial Supervisor position to assist in managing the extraordinary COVID-related cleaning requests, and in the coordination and communication necessary to protect employees, the public and ABM's custodial workers.

Discussion:

The County of Sonoma General Services Purchasing Division maintains a contract for janitorial services for County departments at widely geographically diverse locations comprising over 2 million square feet of occupied facilities. This service agreement includes all tools and consumable materials necessary to provided janitorial services to various locations under schedules prescribed by departmental needs, throughout

Sonoma County. The service agreement requires that ABM use LEED compliant green cleaning products. In August 2015 the Purchasing division solicited proposals from sixteen janitorial service providers. Four service providers responded to the Request for Proposals. Of those four respondents, ABM Onsite West was awarded the County's service agreement by a team of County staff from General Services and Transportation and Public Works.

General Services requests that the Board approve and authorize an amendment to the ABM Onsite Services West agreement, in part to increase COVID-related cleaning services which will include the disinfecting of all high touch surfaces including light switches, hand rails, counter tops, door handles and similar high touch areas per guidance from Risk Management. This enhanced cleaning will increase the monthly janitorial costs by \$42,115.15 per month for a total annual cost of \$505,382 which was not anticipated when the current year budget was submitted.

Additionally, staff requests that the Board authorize the Purchasing Agent to execute a contract amendment retroactive to July 1, 2020, to increase the hourly rate to \$15 per hour, to accommodate the vendor's request to increase rates in light of the City of Santa Rosa minimum wage ordinance that went into effect on July 1, 2020. The increased rate results in an additional \$246,476 annually for services. This increase is separate from the restoration of services described during the Board's recent budget hearings.

The total cost increase for the fiscal year is \$751,858, of which \$4,882 is cost recoverable from the Town of Windsor and North Coast Air Pollution District pursuant to separate agreements with those entities. This Board item requests the authorization to cover the costs not recoverable from outside agencies through using the COVID-19 CARES Disaster Fund. Currently the CARES funding is only eligible for expenditures through December 31, 2020. However, staff anticipate that the General Fund appropriations provided in both the FY 2020-21 Recommended and Adopted budgets should be sufficient to cover janitorial costs for the balance of the fiscal year. In the event CARES funding is extended beyond December or additional funding is needed, the County Administrator will work with General Services and may bring back a Board item to make the necessary budget adjustments. The department's COVID related janitorial services were referenced briefly in the Board item presented by the Department of Emergency Management and Department of Health Services on September 1, 2020.

Staff also requests that the Board authorize the Purchasing Agent to execute a contract amendment to extend the length of the agreement with ABM Onsite Services West for up to 24 months. This extension is necessary to ensure continuity of services and allow sufficient time for a proper and complete Request for Proposals to be completed for COVID-compliant, long-term janitorial services.

Staff is requesting that the Board grant the Purchasing Agent authority to approve any future addendum with ABM Onsite Services West through the end of the agreement. As the County responds to the COVID-19 pandemic unforeseen changes to the amount or type of cleaning performed by ABM Onsite Services West may be necessary, and the Purchasing Agent requires the ability to move quickly in response to changes in Center for Disease Control or Public Health Officer guidelines.

Program Change Request for Limited Term Janitorial Supervisor

General Services currently has one Janitorial Supervisor working from 3pm to midnight daily, who has

responsibilities including managing the ABM on-site workforce of 60 staff at over 2 million square feet of occupied County facilities, ensuring that work is performed as defined in the contract and to the satisfaction of County department clients. She visits worksites each day to monitor services and coordinates with ABM to address any concerns relating to performance. COVID has significantly increased the scope of services, the number of facilities requiring daily cleaning, the hours that ABM workers are onsite at County facilities, the requirements for close coordination and communication with Risk Management, Public Health and County departments especially when there is an exposure or potential exposure in County facilities. The enhanced level of services required when there is a COVID exposure must be closely reviewed to ensure that work is performed as recommended by Public Health. It is operationally and logistically impossible to perform the work required with just one Supervisor.

An additional limited term Janitorial Supervisor is necessary to assist with the increased scope of service and level of work. The cost for the Janitorial Supervisor is \$109,452. Staff recommends the addition of a limited term Janitorial Supervisor to protect and ensure the safety of our County employees, ABM workers, and the public.

Prior Board Actions:

March 8, 2016 - Authorized Purchasing Agent to execute a 5 year agreement with ABM Onsite Services West for Countywide janitorial services.

December 8, 2009 - Authorized Purchasing Agent to execute a 5 year 6 month agreement with Pride Industries for Countywide janitorial services.

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses	\$929,938	\$2,012,754	
Additional Appropriation Requested	\$861,310		
Total Expenditures	\$1,791,246		
Funding Sources			
General Fund/WA GF	\$1,786,366		
State/Federal			
Fees/Other	\$4,882		
Use of Fund Balance			
Contingencies			
Total Sources	\$1,791,246	\$2,012,754	

Narrative Explanation of Fiscal Impacts:

This item increases appropriations by \$861,310, which includes \$751,858 for the janitorial contract cost increase through June 30, 2021 and \$109,452 for 1.0 FTE limited term Janitorial Supervisor using COVID-19 CARES Disaster Fund. At this time, staff anticipate that the General Fund appropriations provided in both the FY 2020-21 Recommended and Adopted budgets will be sufficient to cover janitorial costs after the CARES

funding eligibility expires in December. However, in the event additional funding is needed, General Services will work with the County Administrator to identify an alternate source of funding, which may include General Fund Contingencies.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Janitorial Services Supervisor	2250	1.0	

Narrative Explanation of Staffing Impacts (If Required):

The new position will relieve workload for the current one existing Janitorial Services Supervisor in order to ensure the enhanced level of janitorial service required for COVID-19 performed at County facilities as recommended by Public Health, as well as provide the necessary close review of janitorial service performance for COVID-19 exposure incidents.

Attachments:

Attachment 1 - Resolution #1

Related Items "On File" with the Clerk of the Board:

None