

DEPARTMENT: Public Works      BY: David A. Randall      PHONE: 966-5356  
Public Works Administrator

RECOMMENDED ACTION AND JUSTIFICATION:

*JUSTIFICATION:* As directed, we have solicited for proposals to provide janitorial services for some of the County Buildings that are currently being cleaned by the Building Maintenance Division. In the interim we used an extra-help position rather than fill the existing custodian vacancy. It has been difficult to maintain personnel in the extra-help position, and has most often left us without a second custodian.

The cost of the contract is \$3,290 greater than the salary of the current vacancy plus the supplies for the buildings to be serviced under the contract. However, because of the increasing amount of space added in the past year, the level of service possible may be less with staff than through a contract. Attached is a schedule of the frequency of the services to be provided by Building Maintenance.

We polled the departments as to the existing effectiveness of service. The result, as expected identified that we have not been able to provide adequate services with sporadic extra-help custodians. We will continue to monitor our service level and predict that our service will improve dramatically.

The Social Services Department has requested a service level higher than what we propose providing or would be provided under the contracts that were bid. We have stated that a differential service level request of that type would have to be approved by the Board and would require additional funding in order to be accomplished. Hence, if they are unsatisfied with the proposed service you may receive such a request/proposal.

Additionally the Housing & Community Development and Social Services Departments have leased an additional 4,200 square feet of Office Space with no provisions for cleaning services. We have extended limited services in the interim. There are three alternatives to provide service 1. Contract; \$7,200-\$10,800 2. Extra-help position; \$7,000 (944 Hrs) 3. Provide cleaning with existing staff, resulting in reduction in service to the existing buildings that are serviced. Because both of these Departments receive funds from the State, they could be billed directly for services or included in the County wide cost allocation plan.

*ACTION:* Public Works recommends that the Board reject all bids for janitorial services and direct staff to fill the existing custodian vacancy within the Building Maintenance Division.

We further recommend that the Board in the 91/92 budget allocate \$6,448 to Extra help & \$552 to Benefits, to provide service to the Housing & Community Development/Social Service's new building; and include this cost as part of the County wide cost allocation plan.

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Continued

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board Previously Directed Public Works to explore the use of a contract for providing some custodial services rather than fill a vacancy for a custodian.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. The Board could choose to award a contract to the low bid proposal.
- 2. The Board could direct the custodian vacancy be filled and allocate additional extra-help expenditures to raise the service levels provided.

COSTS: (X) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required Add'l funding \$ \_\_\_\_\_

D. Source: » \_\_\_\_\_

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

- Janitorial Service Schedule

- Summary of Costs

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SOURCE: ( ) 4/5ths Vote Required

A. Internal transfers \$ \_\_\_\_\_

B. Unanticipated revenues \$ \_\_\_\_\_

C. Reserve for contingency \$ \_\_\_\_\_

D. Description: \_\_\_\_\_

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

CLERK'S USE ONLY:

Res. No.: 91-277

Ord. No.: \_\_\_\_\_

Vote - Ayes: 4 Noes: \_\_\_\_\_

Absent: none Abstained: \_\_\_\_\_

Approved ( ) Denied ( )

( ) Minute Order Attached

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

\_\_\_\_\_ Recommended

\_\_\_\_\_ Not Recommended

\_\_\_\_\_ For Policy Determination

X Submitted with Comment

\_\_\_\_\_ Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS

Clerk of the Board of Supervisors

County of Mariposa, State of CA

By: \_\_\_\_\_

Deputy

Comment: Reject & allow Appointment -

Do not amend by 1991-92 Budget at this time

A.O. Initials: [Signature]