

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

TO: Honorable Board of Supervisors **DATE:** October 7, 2014
FROM: Mary Dietrich, Director Facility Services
By: Scott Battles, Deputy Director of Facility Services
SUBJECT: Amendment to Contract #CN028184 with CGL/Kitchell Facility Management, LLC

ACTION REQUESTED:

1. Approve an amendment to the CGL/Kitchell Facility Management, LLC agreement in the budgeted net County cost of \$88,838 for additional contracted staffing for the South Placer Adult Correctional Facility effective from October 2014.
2. Adopt a Resolution authorizing the Director of Facility Services, or designee, to execute the amendment to the existing professional services agreement upon approval of County Counsel and Risk Management, and approve any required change orders, up to 10% of the contract amount, consistent with the County Purchasing Manual and Section 20142 of the Public Contract Code.

BACKGROUND: On April 9, 2013, your Board approved an agreement with CGL/Kitchell Facility Management, LLC (CGL/Kitchell) for a professional services contract to provide for maintenance and operations at the South Placer Adult Correctional Facility (SPACF). The original staffing plan, that included two technicians, was set up to add one additional technician once the facility went from a "Caretaker" status to a fully operational facility which was effective in June 2014.

The need for additional staffing is supported by the volume of preventative and corrective maintenance work orders and is consistent with industry standards for a correctional facility the size of SPACF. The Amendment provides for one additional Building Maintenance Technician, associated equipment, and will increase the annual contract amount by \$88,838.00 effective 10/7/2014.

In order to provide adequate building maintenance for SPACF, it is necessary for your Board to approve a contact Amendment with CGL/Kitchell, in an amount not to exceed \$88,838.00. This will increase the contract to an amount not to exceed \$644,088.00.

ENVIRONMENTAL CLEARANCE: This project is exempt from the California Environmental Quality Act pursuant to Section 15301 – that provides for operation, repair, maintenance, or minor alteration of existing structures or facilities not expanding existing uses.

FISCAL IMPACT: The total amount of the Amendment is \$88,838 and is included in the FY2014-15 budgets for both Building Maintenance and the Sheriff's Department at no additional net county cost.

ATTACHMENT: RESOLUTION

CC: COUNTY EXECUTIVE OFFICE
PROCUREMENT SERVICES
SHERIFF CORONER MARSHALL

MD:CM:SD:DS

T:\FAC\BSMEMO2014\KITCHELL AMENDMENT FOR SPACF INCREASE-V03.DOCX

**Before the Board of Supervisors
County of Placer, State of California**

**In the matter of: A RESOLUTION
AUTHORIZING THE DIRECTOR OF FACILITY
SERVICES, OR DESIGNEE, TO EXECUTE
THE RESULTING AMENDMENT, IN AN AMOUNT
NOT TO EXCEED \$88,838.00 AND APPROVE ANY
REQUIRED ASSOCIATED DOCUMENTS OR
CHANGE ORDERS AT NO NET COUNTY COST.**

Resolution No. _____

The following RESOLUTION was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

BE IT RESOLVED by the Board of Supervisors, County of Placer, State of California to authorize the Director of Facility Services, or designee, to execute the amendment to the contract for Professional Services for Maintenance and Operation of the South Placer Adult Correctional Facility in an amount not-to-exceed \$88,838.00, upon review and approval of Risk Management and County Counsel, and approve any required documents and change orders consistent with the County Purchasing Manual and Section 20142 of the Public Contract Code.