



**MEMORANDUM  
ADMINISTRATIVE SERVICES  
PROCUREMENT SERVICES**  
County of Placer

TO: Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
SUBJECT: Janitorial Services for Tahoe Area Locations - PRIDE Industries

---

**ACTION REQUESTED**

Approve Change Order No. 1 to Blanket Purchase Order No. 22373 with PRIDE Industries of Roseville, CA for janitorial services for all Tahoe locations in the amount of \$112,000 for a revised maximum amount of \$1,212,000 through December 31, 2016. Funding is provided by the Department of Public Works and Facilities in the FY 2015-16 Final Budget and is included in the FY 2016-17 Requested Budget; and

Authorize the Purchasing Manager to sign all required documents.

**BACKGROUND**

On November 4, 2014, your Board approved the award of a Master Service Agreement (MSA) for Countywide janitorial services with PRIDE Industries. This action merged various existing contracts with PRIDE Industries into one (1) all-inclusive contract in the maximum amount of \$1,100,000.

The Department of Public Works and Facilities continues to evaluate their resources and contract management methods and has requested to consolidate the janitorial services for all Tahoe locations into the existing PRIDE Industries MSA. This consolidation would minimize contract management amongst various janitorial contracts, maximizing staff where needed and reduce travel expenses. In addition, this would extend our geographic partnership with PRIDE Industries into our Tahoe region incorporating the abundant services and company mission which PRIDE Industries already offers to our Auburn and South Placer areas. The action will assist in providing a standardized approach to Countywide janitorial practices.

Within the next six months, staff will evaluate all options available in the Tahoe area for these services and return to your Board with a recommendation.

Per the Purchasing Policy Manual Section 2.1(g), the requested increase amount of \$112,000 exceeds the Purchasing Manager's authority and requires your Board's approval.

**FISCAL IMPACT**

Funds are currently budgeted in the Department of Public Works and Facilities' FY 2015-16 Final Budget and is included in the FY 2016-17 Requested Budget. Funds are not encumbered until services are rendered against the BPO.

cc: Ken Grehm, Director of Public Works and Facility Services  
Steve Newsom, Deputy Director - Capital Facilities  
Valerie Bayne, Administrative Services Manager  
Dennis Hughes, Assistant Superintendent

