

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

To: **BOARD OF SUPERVISORS**

Date: **APRIL 24, 2012**

From: **JD JAMES DURFEE / JOEL SWIFT**

Subject: **CUSTODIAL AND MAINTENANCE SERVICES FOR TAHOE AREA FACILITIES**

ACTION REQUESTED / RECOMMENDATION: Facility Services recommends that your Board take the following actions regarding custodial and building maintenance services in the Tahoe region:

1. Direct staff to proceed with a Best Value procurement bid for supplemental custodial services in the Tahoe area.
2. Direct staff to negotiate an agreement with the Sierra Community College District for the District to provide emergency and routine building maintenance services at County owned and operated facilities in the Tahoe area.
3. Adopt a Resolution authorizing the Director of Facility Services, or his designee, to sign agreements and take related actions for supplemental custodial and building maintenance services in the Tahoe area.

BACKGROUND: Since June 2008, in recognition of the need for continuous custodial services at County facilities, your Board has directed staff to take actions to procure custodial service contracts where not impacting existing County staff. Facilities in the Tahoe region of the County currently require approximately 1.75 FTE for adequate service. In 2012, additional custodial services will be required for the Tahoe City Customs House Building and the Tahoe Transit Center.

Facility Services currently has 1 full time custodian in the Tahoe region. Due to a medical leave by this employee, additional custodial services have been provided temporarily through a contract with System 4 from Reno, Nevada. In addition, crews have been sent periodically from Auburn to provide custodial support as needed, with considerable unproductive time associated with travel. The County employee has returned to work, but the workload exceeds the capacity of one custodian. Facility Services proposes an ongoing contract to supplement the existing employee in providing custodial services to the Tahoe area.

In order to obtain the best quality, most cost effective custodial service in the Tahoe region, your Board may direct staff to initiate a Best Value procurement bid process. The Procurement Division of the Administrative Services Department will administer this procurement. Best Value includes several weighted criteria, including experience, past performance, bonding and insurance capacity, with cost of services recommended to comprise 70% of the total score. Bids will be ranked based upon the criteria published in an Invitation to Bid. Staff will then recommend a contract with the highest ranked bidder and return to your Board with a recommendation for award if in excess of \$50,000. The term of the services is anticipated to be for two years, with the potential for two (2) extensions of 2 years each. Staff will then return to your Board with recommendations regarding contract extensions, based upon staff evaluation of the performance of the contractor.

Maintenance of all County facilities is served by staff based in Auburn. While the Building Maintenance Division makes every effort to minimize travel and schedule like activities, it is not always possible to schedule all maintenance activities without use of unproductive travel time. Of particular concern is travel to the Eastern Slope of the Sierra Nevada Mountains during unpredictable road delays between Auburn and Lake Tahoe. Emergency conditions also occur, often during storms or at times that cause unreliability of service. This results in extensive unproductive staff hours for Facility Services and/or suspension of services provided by all departments in the Tahoe Area.

Consistent with previous recommendations made to your Board, Facility Services staff has investigated collaboration with partner jurisdictions who may be able to provide services. Facility Services initiated preliminary discussions with our maintenance counterparts at the Sierra Community College District (the District). The District has recently opened a new facility in Truckee, which the District staffs with general maintenance personnel. The District has indicated a potential interest in an agreement with Placer County to provide some routine and emergency support for County Facilities. Such services are anticipated to be charged to the County at the District's standard rate for labor, overtime, materials and incidentals. The savings for the County could be considerable in travel as well as preserving building assets and reducing the impact to services provided to the Tahoe community. Facility Services staff resources in Auburn would be reallocated to maintenance of other facilities. Facility Services can identify locations and service types using our computerized maintenance management system (FAMS) to identify potential work orders that would be best served by the District.

In order to proceed with an agreement with the District, it is recommended that your Board authorize the Director of Facility Services, or his designee, to negotiate and sign agreements and take related actions in securing supplemental custodial and building maintenance services in the Tahoe area. The recommended actions do not impact the employment of existing county employees.

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 cost of the recommended actions will be offset by revenue associated with the services provided and absorbed in the Building Maintenance Division budget for FY 2012/2013.

ATTACHMENT: RESOLUTION

JD:JS:SH

CC: COUNTY EXECUTIVE OFFICE
PROCUREMENT SERVICES

T:\FAC\BSMEMO2012\TAHOE CUSTODIAL BOS 2012.DOC

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

In the matter of: A RESOLUTION DELEGATING
AUTHORITY TO THE DIRECTOR OF FACILITY SERVICES,
OR HIS DESIGNEE, TO SIGN AGREEMENTS AND TAKE
VARIOUS ACTIONS REGARDING SUPPLEMENTAL CUSTODIAL
AND BUILDING MAINTENANCE SERVICES FOR COUNTY
FACILITIES IN THE TAHOE AREA

Resol. _____

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 HEREBY RESOLVED by the Board of Supervisors of the County of Placer, State of California, that this Board delegates authority to the Director of Facility Services, or his designee, to sign agreements and take various actions regarding supplemental custodial and building maintenance services for County facilities in the Tahoe area.

