

**MEMORANDUM**  
**COUNTY OF PLACER**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: June 17, 2014  
SUBJECT: Custodial Services in the Tahoe Area – Pro-Line Cleaning Services, Inc.

---

**ACTION REQUESTED**

1. Approve the renewal of a competitively awarded blanket purchase order with Pro-Line Cleaning Services, Inc. of Diamond Springs, CA for custodial services for the Tahoe area in the maximum amount of \$85,000, funded by the Facility Services department's proposed FY2014-15 budget with no new net County cost, for the period of July 1, 2014 through June 30, 2015,
2. Approve the option to renew the resulting blanket purchase order for one additional one-year period provided the renewal amount does not exceed 10 percent of the recommended BPO amount of \$85,000 and
3. Authorize the Purchasing Manager to sign the related blanket purchase order.

**BACKGROUND**

On July 1, 2012 Procurement awarded Bid No. 10182 to Pro-Line Cleaning Services, Inc. of Diamond Springs, CA to provide custodial services for the Tahoe area. Additionally, Bid No. 10208 was awarded to Pro-Line Cleaning to service the new Tahoe City Transit Center. The building is operated by the Transit Division and first opened for service in late October of 2012. The contractor provides general custodial services that include cleaning of on-site restrooms, emptying trash, and general routine cleaning. Facility Services normally provides custodial services for County facilities, but does not have sufficient staff to service the building. The current blanket purchase orders expire on June 30, 2014.

Facility Services and DPW have been satisfied with the service provided by the vendor. Facility Services continues to experience a staffing shortage for servicing County facilities in the Tahoe area and submitted a request to renew the BPO. Pro-Line has agreed to a one-year renewal at the same pricing, terms, and conditions. Placer County Purchasing Policy Manual Section 1.3(o) also allows for the renewal of a contract based on the vendors' satisfactory contract performance.

Your Board's approval is required to proceed with a new BPO in the maximum amount of \$85,000 and to authorize the Purchasing Manager is sign the related BPO.

**FISCAL IMPACT**

Upon your Board's approval, a BPO will be awarded to Pro-Line Cleaning Services Inc. in the maximum amount of \$85,000 and will be effective for the period of July 1, 2014 through June 30, 2015. The department has budgeted appropriately for these services in the department's FY2014-15 budget.

cc: Valerie Bayne, Administrative Services Manager - Facility Services  
Cynthia Taylor, Senior Administrative Services Officer - Public Works

