

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

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: October 7, 2014

SUBJECT: Cleaning Services for Eastern Placer County- Pro-Line Cleaning Services Inc.

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**ACTION REQUESTED**

1. Approve Change Order No. 1 to Blanket Purchase Order No. 21428 with Pro-Line Cleaning Services Inc. of Diamond Springs, CA for Custodial Services in Eastern Placer County to increase the blanket purchase order amount by \$30,000 resulting in a new maximum amount of \$115,000, funded by the Building Maintenance FY2014-15 budget with no new net County cost, and authorize the Purchasing Manager to sign the resulting change order.

**BACKGROUND**

On June 17, 2014, your Board approved the renewal of a blanket purchase order (BPO), as a result of a competitive Bid No. 10208, with Pro-Line Cleaning Services Inc. for custodial services in a maximum amount of \$85,000. The resulting BPO expires on June 30, 2015.

These custodial services are required to supplement staffing at various locations in the Eastern Placer County area. A recent retirement in Facility Services Department – Building Maintenance Division, has required the department to request increased services by Pro-Line Cleaning Service Inc. in order to continue with custodial services for all locations in the eastern region.

The vendor has provided a quote for custodial services for each additional location providing general routine services including on-site restroom cleaning, emptying trash and additional cleaning services if requested by the Department.

Based on the quote the vendor has provided, the Department indicates that an additional \$30,000 will need to be added to the BPO to support the department's requirements through the contract term.

The requested increase exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to process a change order to increase the BPO in the amount of \$30,000 for a revised maximum amount of \$115,000.

**FISCAL IMPACT**

Upon your Board's approval, BP021428 will be increased by \$30,000 for a new maximum amount of \$115,000. The Facility Services Department will use salary savings in the Building Maintenance budget to fund this increase with no new net County cost.

cc: Valerie Bayne, Administrative Services Manager - Facility Services

