

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: November 4, 2014  
SUBJECT: Approve the Award of a Master Service Agreement for Janitorial Services for various Placer County Locations

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**ACTION REQUESTED**

1. Approve a Master Services Agreement for countywide janitorial services through a Blanket Purchase Order contract with PRIDE Industries of America in the amount of \$1,100,000 funded in the FY 2014-15 Facility Services budget with no additional net County cost, for the period of December 1, 2014 through November 30, 2015
2. Approve the option to renew the resulting blanket purchase order for four additional one-year periods, and authorize change orders for additional services at a combined four-year total not to exceed 10 percent (or \$110,000) of the recommended award of \$1,100,000, and
3. Authorize the Purchasing Manager to sign the related agreements upon review and approval by County Counsel and Risk Management.

**BACKGROUND**

Since 2010, the Department of Facility Services- Custodial Division has utilized the services of PRIDE as an extension of staffing needs for custodial services required at various locations throughout Placer County.

Currently multiple contracts exist between PRIDE and Placer County at an approximate value of \$875,000. Procurement Services collaborated with Facilities to develop a Master Service Agreement approach that predefines allowed locations with a predetermined scope of work. This approach will minimize staff time and effort and maximize PRIDE's ability to respond with a clear understanding of our expectations and requirements at a variety of locations as our business practices change or staffing levels diminish. With the approval of this Master Service Agreement all other existing Pride contracts will be terminated and transitioned onto this contracting document. This contract also provides the ability to add other buildings as future planning for these services may warrant.

PRIDE is a local nonprofit company dedicated to creating jobs for people with disabilities. PPM Section 1.3(r) permits the non-competitive award of contracts to private non-profit corporations who operate work centers for handicapped persons pursuant to Welfare Institutions Code Sections 19403 and 19404. PRIDE qualifies for this designation.

Your Board's approval is required to execute the Master Service Agreement and proceed with a BPO in an amount not to exceed of \$1,100,000 and authorize the Purchasing Manager to sign the resulting documents.

**FISCAL IMPACT**

Upon your Board's approval, a Blanket Purchase Order (BPO) will be issued to PRIDE for the initial term beginning December 1, 2014 through November 30, 2015 in an amount not to exceed \$1,100,000. Due to the overlap in fiscal years, the portion of costs associated with FY 2015-16 will be recommended in the FY 2015-16 proposed budget in Facility Services. Actual cost may be less than the total amount of the contract.

cc: Mary Dietrich, Director of Facility Services  
Scott Battles, Deputy Director of Facility Services-Capital Improvements  
Valerie Bayne, Administrative Services Manager, Facility Services

