

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: General Services Agency

BOARD AGENDA # *B-14

Urgent

Routine

AGENDA DATE November 30, 2010

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval of Proposed Policies Regarding the Designation of In-House and Contractual Janitorial Services Provided to County Departments Based Upon a Clear Definition of Core Service Areas

STAFF RECOMMENDATIONS:

Approval of proposed policies regarding in-house and contractual janitorial services provided to County departments based upon a clear definition of Core Service Areas.

FISCAL IMPACT:

The fiscal impact of this proposed restructure is determined by how it impacts each of the service areas described in the proposed policies which are set forth in the discussion below.

Core Service Area: Departments located within this area will experience the most financial impact from the restructure. County staff currently provides janitorial service to all but seven of the County locations within this area.

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BOARD ACTION AS FOLLOWS:

No. 2010-717

On motion of Supervisor O'Brien, Seconded by Supervisor Monteith

and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Monteith, DeMartini, and Chairman Grover

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) Approved as recommended

2) Denied

3) Approved as amended

4) Other:

MOTION:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

Adopt Proposed Policies Regarding the Designation of In-House and Contractual Janitorial Services Provided to County Departments based upon a Clear Definition of Core Service Areas

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FISCAL IMPACT: (Continued)

Six of these locations are occupied by Behavioral Health & Recovery Services (BHRS), and the seventh is occupied by Alliance WorkNet (AWN) at the premises it leases at 1020 10th Street. AWN is excluded from this analysis as it does not directly contract or pay for janitorial services at this location; rather, janitorial services are provided for AWN as part of the contract between the 10th Street Joint Powers Agency (JPA) and a janitorial contractor. The 10th Street JPA bills AWN for its proportionate share of the janitorial contractor's bill.

JANITORIAL CONTRACTS WITHIN CORE SERVICE AREA

Dept	Address	Monthly Rate	Estimated In-House Cost *	Monthly Savings/(Cost)
BHRS	1208 9th Street	\$1,185.72	\$1,017.42	\$168.30
BHRS	500 N 9 th Street	\$2,493.09	\$2,270.56	\$222.53
BHRS	707 14 th Street	\$914.81	\$908.80	\$6.01
BHRS	1301 G Street	\$912.59	\$454.40	\$458.19
BHRS	1321 I Street	\$733.22	\$454.40	\$278.82
BHRS	421 E Morris Avenue	\$1,125.00	\$1,017.42	\$107.58
*In some cases, the scope of work has been slightly modified for comparison purposes		\$7,364.43	\$6,123.00	\$1,241.43

The work performed at these BHRS locations is estimated to take approximately 205 labor hours per month. These hours will be absorbed through a re-assignment of County staff servicing the Probation campus at Blue Gum Avenue (where they currently expend approximately 220 labor hours per month) to the BHRS locations. The residual 15 hours per month will be absorbed by work at other locations. The Probation campus is located within the County Core Sphere and it is likely that Probation could present a strong business case complete with requisite findings to justify its need for contract janitorial.

County Core Sphere: County staff currently provides janitorial for all but four of the county locations within this area. Those departments seeking to change from in-house janitorial to contract janitorial may do so upon presentation of a clear business case complete with required findings as discussed above. The financial impact to those departments has not been determined at this time. County External Sphere: There is no financial impact with respect to this area at this time. County Outlying Areas: There is no financial impact with respect to this area because all county departments located within this sphere are utilizing contract janitorial, which is consistent with the proposed policies.

Adopt Proposed Policies Regarding the Designation of In-House and Contractual Janitorial Services Provided to County Departments based upon a Clear Definition of Core Service Areas

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DISCUSSION:

Contracting for janitorial services in the public sector is clearly set forth in Government Code § 31000 (the Code), which states in relevant part:

The board of supervisors may contract for special services on behalf of the following public entities: the county, any county officer or department, or any district or court in the county. The special services ... may include maintenance or custodial matters if the board finds that the site is remote from available county employee resources and that the county's economic interests are served by such a contract rather than by paying additional travel and subsistence expenses to existing county employees.

County employees have typically provided janitorial services for all County departments until 1994. On June 21, 1994 the Board of Supervisors approved an agreement for outsourced janitorial services at the Public Safety Center and the Community Services Agency after making certain findings consistent with the Code. Since 1994 various other county departments have outsourced janitorial services using formal contracts or blanket purchase orders. This has created a mixture of contract and county janitorial as shown on the attached map (Exhibit 1). The following recommended policies are intended to facilitate Stanislaus County's compliance with the Government Code regarding janitorial services provided to County departments. These policies are designed to provide a clear and specific guidance for the distribution of contract and county custodial work as required by law.

Proposed Core Service Area Policies

It is the intent of these policies to establish a framework that ensures that the janitorial contractual relationships of the County are legal, appropriate, open to public scrutiny, avoid even the appearance of conflict of interest, and keep the Board of Supervisors appropriately informed. These policies establish the process by which departments are able to enter into contracts for janitorial services. The recommended policies were shared and discussed with the affected County Department Heads at the November meeting. Their suggestions and input were taken into consideration in the development of the policies proposed before the Board of Supervisors in this item.

Specifically excluded from the proposed policies are locations administered through a Joint Powers Agency or pursuant to a Joint Powers Agreement. The existence of a Joint Powers Agency or Joint Powers Agreement will require a separate analysis, not covered in this recommendation, to evaluate the range of options available to the JPA in contracting for the specified services.

Policy 1

All custodial or janitorial services shall be considered "special services" as set forth in Government Code §31000.

Adopt Proposed Policies Regarding the Designation of In-House and Contractual Janitorial Services Provided to County Departments based upon a Clear Definition of Core Service Areas

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Policy 2

When considering janitorial services to be provided for Stanislaus County, "remote from available county employee resources" shall be defined in accordance with the following spheres of determination (see map attached as Exhibit 1):

- a. County Core: Available County employee resources with respect to janitorial services are administered from the county offices located at 1010 Tenth Street, Modesto. Therefore, the County Core area of service shall be defined as the approximate 0.75 mile urban radius from 1010 Tenth Street, Modesto. None of the county departments located within the County Core shall be considered remote, and all janitorial services within this central area will be provided by County janitorial employees. Under no circumstances shall existing County employees be terminated due to a contract janitorial decision within the County Core area.
- b. County Core Sphere: County Core Sphere by definition represents the area outside of the County Core and within an approximate 2 mile radius from 1010 Tenth Street, Modesto. None of the county departments located within this urban ring shall be considered remote; however county departments may present a clear and defensible business case to the Board of Supervisors justifying the need for contract janitorial services – either due to size of facility(ies), location specific special requirements, security issues, etc.
- c. County External Sphere: County External Sphere by definition represents an area outside the County Core Sphere and approximately 4.5 from 1010 Tenth Street, Modesto. All of the county departments located within the County External Sphere may be considered remote. County departments currently utilizing County janitorial services within this area may continue to do so. All future janitorial services within the County External Sphere should be provided by contract janitorial staff, absent a clear and defensible business case as described in the preceding paragraph.
- d. County Outlying Areas: County Outlying Areas by definition will include the area outside the approximate 4.5 mile sphere system set forth in paragraphs a through c above. All county departments located within the County Outlying Areas shall be considered remote, and all janitorial services within this area will be provided by contract janitorial staff. In no instance (other than emergency/mutual aid scenarios) shall County janitorial staff be assigned to these outlying locations.

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POLICY ISSUE:

Approval of this item supports the Board of Supervisors' priorities of Efficient Delivery of Public Services and Effective Partnerships by providing clear guidelines for the application of applicable law concerning core services boundaries and the implementation of janitorial services.

STAFFING IMPACT:

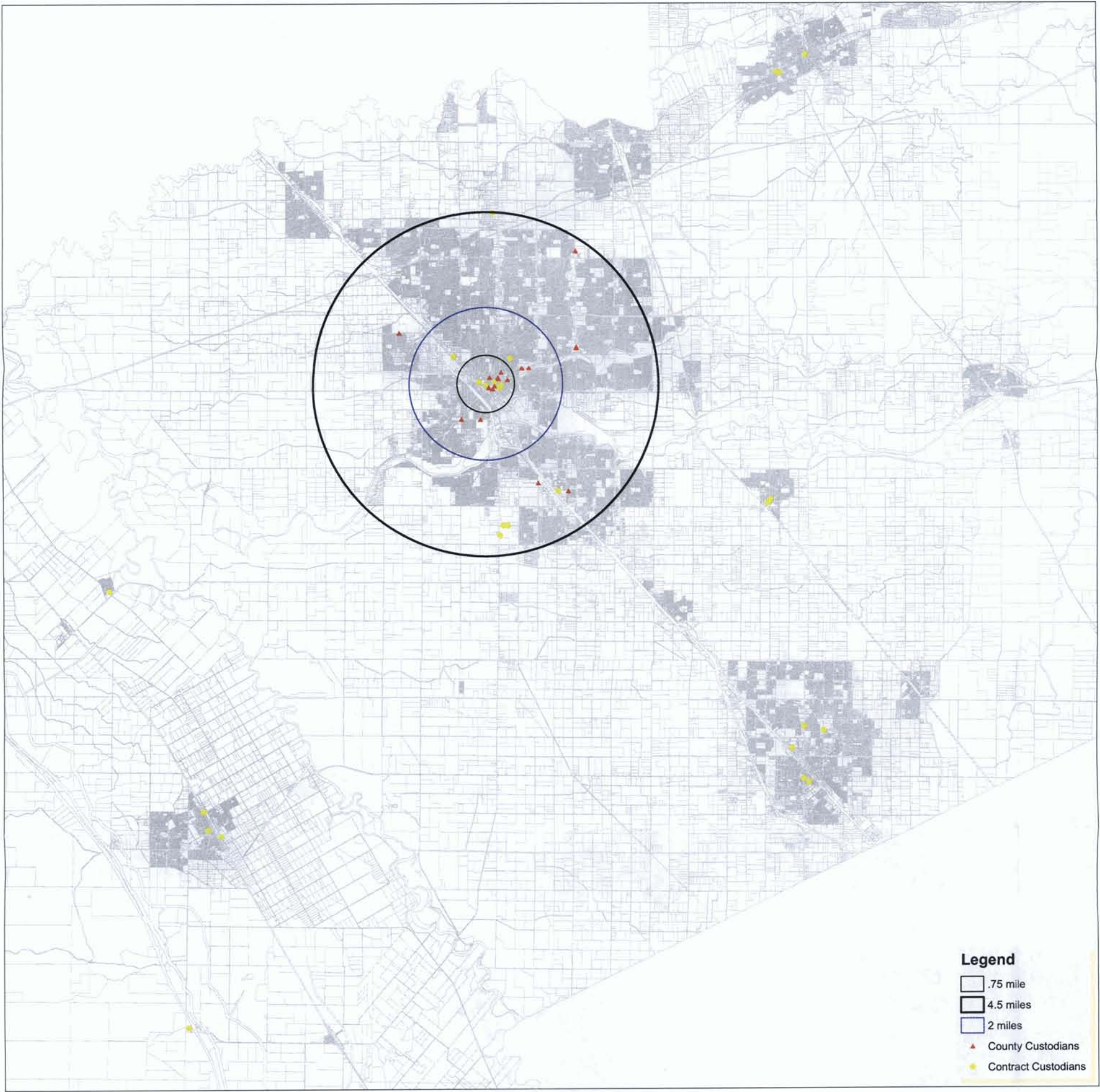
There is no staffing impact associated with this item.

CONTACT PERSON:

Keith D. Boggs, Interim GSA Director/Purchasing Agent (209) 652-1514

Attachment

Janitorial Locations by GSA/Contract Services



- Legend**
- .75 mile
 - 2 miles
 - 4.5 miles
 - County Custodians
 - Contract Custodians