



Legislation Text

File #: 24-2064, **Version:** 1

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: Amendment to increase payment limit

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute Contract Amendment with Summit Building Services, Inc., effective April 30, 2024, to increase the payment limit by \$800,000 to a new payment limit of \$12,000,000 and extend the term from April 30, 2024, to April 30, 2025, for on-call janitorial services at various County sites and facilities, Countywide.

FISCAL IMPACT:

Custodial Services Budget. (100% General Fund)

BACKGROUND:

The Public Works Custodial Services Division (PWD) is responsible for the custodial needs of all County buildings. This includes the use of sublet custodial services to several leased and County-owned sites. These locations are either remote sites outside of the normal routes used by County custodial staff, or sites requiring night work. Custodial Services does not have the ability to manage or oversee employees under these parameters.

Through the first year of this contract, at the request of the County, Summit has provided additional deep cleaning and disinfectant services for Contra Costa County COVID- 19 safety efforts. PWD has ceased using this contract with Summit Building Services for COVID- 19 disinfecting services and continues to only use it for scheduled and unscheduled custodial work.

Due to vacancies of permanent staff and recruiting/hiring effort challenges, PWD has had to utilize Summit to supplement cleaning services for the vacant positions as recruitment efforts continue. Since July 1, 2023, recruiting efforts have resulted in the hiring and retention of 5 new Custodians but as of April 2024 there are still 8 funded vacancies. As recruitment efforts continue, it is hoped that the Board's recent approval of an 8.5% compensation increase for the Custodian classification will help with the hiring and retention of permanent staff which will lessen the need for sublet custodial services.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of this Contract Amendment No. 3, general cleaning services with Summit Building Services, Inc. will discontinue and custodial services at various sites and buildings will be negatively impacted.