



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 12/6/2022

File ID #: 22-2192

TO: Board of Supervisors
FROM: Jennifer Yasumoto, Director Health and Human Services Agency
REPORT BY: Gaby Angeles, Staff Services Analyst II
SUBJECT: Amendment No. 2 to Agreement No. 190154B with Mission Linen, Inc.

RECOMMENDATION

Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Amendment 2 to Agreement No. 190154B with Mission Linen, Inc., for a new contract maximum of \$3,504 per fiscal year, for the term November 1, 2022, through June 30, 2025, for the purpose of providing laundered and sanitized linens to the kitchen located at HHSA's South Campus.

EXECUTIVE SUMMARY

Approval of this action will increase the contact maximum by \$1,170 for a new contract maximum of \$3,504 commencing in Fiscal Year 2022-2023, and each subsequent automatic renewal. This amendment will also modify Specific Term and Condition 3.4 to extend the term of the Agreement for one additional year through June 30, 2025, and incorporate updated Scope of Work and Compensation exhibits.

Mission Linen, Inc. is not a local vendor.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health and Human Services Agency, Administration
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	There is no mandate to contract for these services; however, this will allow Mission Linen to provide the Kitchen and Provisions Café with uniforms, mats, apparel, and linens.
Is the general fund affected?	No
Future fiscal impact:	This annual extension costs \$3,504; appropriations will be budgeted accordingly

Consequences if not approved: If not approved, the agency kitchen staff and Provision Café will not have access to uniforms, mats, apparel, and linens.

County Strategic Plan pillar addressed: Healthy, Safe, and Welcoming Place to Live, Work, and Visit

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Health and Human Services Agency (HHSA) operates a kitchen at its South Campus location and partners with the Salvation Army to provide meals to clients supporting their health and recovery.

In accordance with California Health and Safety Code, sanitation requirements for food establishments require that after linens are used they must be properly sanitized. HHSA contracts with Mission Linens to provide the kitchen with product rental including terry towels, bar mop towels, wet mops, and all-purpose kitchen mats.

Mission Linens will provide regularly scheduled deliveries of rented merchandise, freshly processed, repaired and finished, and will replace rented merchandise that is worn out through normal wear, at an additional charge listed in exhibit B compensation and expense reimbursement table.

The 3-year agreement annual maintenance costs are \$3,504 per fiscal year.