



Napa County

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Legislation Text

File #: 24-270, **Version:** 1

TO: Board of Supervisors
FROM: Jason Martin, Deputy County Fire Chief
REPORT BY: Stacie McCambridge, Staff Services Manager
SUBJECT: Amendment No. 7 to Professional Services Agreement 180073B with Superior Building Services, Inc.

RECOMMENDATION

Approve and authorize the Chair to sign Amendment No. 7 to Agreement No. 180073B with Superior Building Services, Inc. to add 951 California Boulevard as a regular routine custodial service location and increase maximum compensation under the agreement due to the relocation of the Napa County Fire Department office.

(Fiscal Impact: \$16,000; Fire Fund; Not Budgeted; Discretionary)

BACKGROUND

The office of the Napa County Fire Department is relocating from the Hall of Justice (HOJ) to a leased office space at 951 California Boulevard. Regular routine custodial services are immediately needed at this new location to maintain a clean and healthy environment for staff and the public. Approval of Amendment No. 7 to Agreement No. 180073B with Superior Building Services, Inc. (Superior) will add the new County Fire office on California Boulevard as a regular routine service location receiving twice weekly custodial services, and annual services effective February 1, 2024.

The amendment will increase the maximum annual compensation for regular routine services by \$4,400 for fiscal year 2023-2024 which will be covered by County Fire's current Services and Supplies appropriations. Maximum annual compensation for regular routine service will increase by \$11,650 for fiscal year 2024-2025 and will be budgeted accordingly. The total maximum compensation under the agreement for Fiscal Year 2023-2024 will increase to \$146,295, and to \$153,545 for Fiscal Year 2024-2025. The agreement is in year three of four of automatic renewals and scheduled to expire on 6/30/2025.

On November 28, 2023, the Board approved Amendment No. 6 to amend the agreement to update the scope of

work to include annual and biannual services at The Avenues houses 1, 2, and 3 (Fresh Start) located at 2100 Napa-Vallejo Hwy., include quarterly services at the County Airport located at 2000 Airport Road, include annual and biannual services at the Napa Main Library located at 580 Coombs Street, increased annual and biannual services at the American Canyon Library, added annual services and increased biannual services at the Calistoga Library, and increased the supplies maximum for Napa County Roads Department. The maximum annual compensation for regular routine services increased by \$20,140, supplies by \$500, and non-routine services by \$14,500 per fiscal year for a total increase of \$35,140 for a new annual maximum of \$141,895 in Fiscal Years 2023-2024 and 2024-2025 to compensate for additional service locations, additional services at existing locations, and additional supplies.

On June 21, 2022, the Board approved Amendment No. 5 to amend the agreement to update the scope of work to include increased services for Napa County Records Center and Calistoga Library, to include additional supplies for Napa Records Center, County Roads Department, and Health and Human Services Agency, American Canyon, and to increase annual maximum compensation accordingly by \$5,705 for fiscal year 2022-2023 (from \$95,935 to \$101,640 in fiscal year 2022-2023) and by an additional \$5,940 for fiscal years 2023-2024 and 2024-2025 (from \$100,815 to \$106,755).

On June 23, 2020, the Board approved Amendment No. 4 to extend the term up to five (5) years (to June 30, 2025), amended the scope of work to include additional days of services at American Canyon Library and Calistoga Library due to their increased hours and increased the annual maximum compensation by \$9,470 for fiscal years 2020-2021 through 2022-2023 (new annual maximum of \$95,935) and by an additional \$4,880 for fiscal years 2023-2024 and 2024-2025 (new annual maximum of \$100,815) to compensate for added services and increased costs.

On June 2, 2019, the Board approved Amendment No. 3 (renumbering the agreement to 180073B to reflect signature authority) to increase the contract maximum by \$24,910 for additional non-routine custodial services throughout County properties, including locations not covered in the Agreement. Those sites included Napa County Records and Health and Human Services Agency American Canyon Satellite Offices.

On December 14, 2018, Napa County's Purchasing Agent approved Amendment No. 2 to include custodial services at the South Napa Homeless Shelter and to increase maximum compensation accordingly. The justification for the increases and additional sites were based upon the results of a competitive bidding process. The contractor's pricing was the lowest of the bids that were submitted.

On May 1, 2018, Napa County's Purchasing Agent approved Amendment No. 1 to the Agreement to add to the scope of work and increase maximum compensation to include custodial services for the Roads Department and Weights & Measure Department.

On August 1, 2017, after a competitive Request for Proposals, Napa County entered into Professional Services

Agreement No. 180073C with Superior Building Services, Inc., for regular and annual custodial services, supplies, and non-routine custodial services for the American Canyon Library and the Calistoga Library. Subsequently, Superior was also chosen to provide services to the Roads Department and the Weights and Measures Department after a competitive bidding process.

Superior Building Services, Inc. is not a local vendor.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Where is it budgeted?	Fire Fund supplies budget is sufficient to cover this expense for the remainder of this fiscal year.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	To maintain a safe and clean environment for staff and the public.
Is the general fund affected?	No
Future fiscal impact:	FY 24/25 maximum compensation for this service location will be budgeted.
Consequences if not approved:	If the amendment is not approved, the County would be unable to obtain timely routine custodial services at the new County Fire location.

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.