

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: June 16, 2015

SUBJECT: Cleaning Services for Eastern Placer County- Pro-Line Cleaning Services Inc.

ACTION REQUESTED

1. Approve Blanket Purchase Order renewal with Pro-Line Cleaning Services, Inc. of Diamond Springs, CA for custodial services in eastern Placer County in the maximum amount \$115,000 which is no increase from the prior contract, for the period of July 1, 2015 to June 30, 2016. Funding is provided by the Department of Facility Services, Building Maintenance Division FY 2015-16 requested budget.

BACKGROUND

On June 17 2014, your Board approved the renewal of a blanket purchase order (BPO), as a result of competitive Bid No. 10208, with Pro-Line Cleaning Services, Inc. for custodial services. The contractor provides general custodial services that include cleaning of on-site restrooms, emptying trash, and general routine cleaning. The resulting BPO expires on June 30, 2015.

Pro-Line Cleaning Services has agreed to renew with no change to discounts, pricing, terms or conditions. Facility Services has been satisfied with the service provided by the vendor and concurs with Procurement's annual renewal recommendation.

Section 1.3(o) of the Purchasing Policy Manual allows the County to renew these contracts based on satisfactory services and reasonable pricing offered by the vendors. Therefore, your Board's approval is required to proceed with a new BPO in the maximum amount of \$115,000.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to Pro-Line Cleaning Services in the maximum amount of \$115,000 for the period of July 1, 2015 through June 30, 2016. Funding is available in the FY 2015-16 Facilities Department, Building Maintenance Division requested budget. Funds are not encumbered until services are rendered against the BPO.

cc: Valerie Bayne, Administrative Services Manager - Facility Services
Dennis Hughes, Assistant Superintendent

