

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

214



FROM: County Library

SUBMITTAL DATE:
June 23, 2004

SUBJECT: Renewal of Library Service Agreements for Collection, Landscape Maintenance, and Custodial Services

RECOMMENDED MOTION: That the Board approve, and authorize the Chairman to sign, the attached Fifth Amendment for Collections Services with Unique Management Services, Inc.; the Sixth Amendment for Landscape Maintenance Services with Cal Dreamscape Landscapes Company, Inc.; and the Seventh Amendment with Horioka Holdings, Inc. dba as Executive Facility Services for custodial services.

BACKGROUND: These contracts for library services are performed under the direction of the County Librarian. Library Systems and Services (LSSI), as operator of the County Library, will continue to coordinate the work of these contractors and pay them directly with reimbursement by the County. The Unique Management Contract is a two-year renewal for fiscal years 2003/2004 and 2004/2005 and is being presented for approval at this time after discussions were held to insure that the collections operation remains compatible with the new library automation system currently being installed. The cost for collections is \$4.95 per account and is the same as in previous agreements. The collection effort is focused on having overdue books returned to the library.

Continued.

Gary M. Christmas

Gary M. Christmas, County Librarian

Departmental Concurrence

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 344,315.42	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	FY 2004/2005
SOURCE OF FUNDS: County Library Fund - 21200				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

County Executive Office Signature

Louis M. Mohr

- Dep't Recomm.: Consent Policy
- Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: | **District:** | **Agenda Number:**

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.36

JUN 23 2004 3:05 PM
RECEIVED BY: CLERK OF THE BOARD

Form 11
Renewal of Library Service Agreements
June 23, 2004

Both the custodial and landscape agreements have been at the same level for the past two years. For fiscal year 2004/2005 both agreements are increased slightly. The landscape maintenance increase is to cover the contractor's fuel and other material costs required to service eleven libraries. The custodial contract is increased to accommodate additional service requested by the County Library and to cover the cost of consumable items. Under this agreement the cleaning schedule is increased to correspond with the increased use of the libraries. The custodial service agreement provides for complete custodial services at twenty library locations.

Contract costs:

Collections - Unique Management Services: \$80,000 (\$4.95 per referral)

Landscape Maintenance - Cal Dreamscapes Landscapes Company: \$46,800

Custodial - Horioka Holdings dba Executive Facility Services: \$217,515.42