

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

619



FROM: Economic Development Agency

SUBMITTAL DATE:
October 20, 2011

SUBJECT: Approve the First Amendment to the Cleaning Services Agreement between the Riverside County Superintendent of Schools and the County of Riverside

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the First Amendment to the Cleaning Services Agreement between the Riverside County Superintendent of Schools and the County of Riverside; and
2. Authorize the Chairman of the Board of Supervisors to execute the Agreement.

BACKGROUND: The Riverside County Superintendent of Schools (Superintendent) and the County of Riverside (County) entered into an agreement for custodial services on July 1, 2010.

(Continued)

[Signature]

Robert Field
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 13,442	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2011/12

COMPANION ITEM ON BOARD OF DIRECTORS AGENDA: No

SOURCE OF FUNDS: Riverside County Superintendent of Schools 100%	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: *[Signature]*
Jennifer L. Sargent

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Buster, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: November 1, 2011
xc: EDA, Auditor

Kecia Harper-Ihem
Clerk of the Board
By: *[Signature]*
Deputy

Prev. Agn. Ref.: 3.28 of 2/23/10

District: 4

Agenda Number: 3.8

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: Samuel Wong 10/19/11
 DATE: 10-18-11
 COUNTY COUNSEL
 ANITA C. WILLIS

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

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Economic Development Agency

Approve the Cleaning Service Agreement Amendment with the Riverside County Superintendent of Schools, for Custodial Services.

October 20, 2011

Page 2

BACKGROUND: (Continued)

The agreement provides for three, one-year extensions. The Superintendent and County want to extend one year, beginning July 1, 2011 to June 30, 2012. Pursuant to the agreement, the parties may agree to extend the term up to three (3) fiscal years. The Superintendent requested that the Economic Development Agency (EDA) provide custodial services for the current fiscal year which began July 1, 2011 through June 30, 2012. The custodial services will be provided at L.F. Smith Court School, located in Indio, California, as referenced on Exhibit A attached.

The agreed upon annual maximum is set not to exceed \$13,442 per year renewable on a yearly basis. There is no impact to county general fund and no request for matching funds.

Agreement Number C1002413
Fiscal Year 2011-12
Revised 8.26.11
Mod. #2

RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS
3939 Thirteenth Street/P.O. Box 868
Riverside, California 92502

**FIRST AMENDMENT TO THE CLEANING SERVICES AGREEMENT BETWEEN
THE RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS AND THE COUNTY
OF RIVERSIDE**

This First Amendment, effective July 1, 2011, to Agreement Number C-1002413 between the Riverside County Superintendent of Schools and the County of Riverside to provide cleaning services for the L.F. Smith Court School, located at 47-665 Oasis Street, Indio, CA 92201

This agreement is hereby modified as follows:

Term of this agreement is from July 1, 2010 through June 30, 2012.

The Superintendent shall pay the CONTRACTOR for custodial hours worked, and shall not exceed the amount of \$1,036.00 per month and \$1,010.16 for one time deep cleaning.

The CONTRACTOR agrees to provide services two (2) times per week and include services specified on the Exhibit A, which is made part of this agreement by this reference.

All other terms and conditions of the agreement shall remain the same.

- Total amount of the agreement for Fiscal Year 2011-12: \$13,442.16
- Contractor's signature is not required on this modification.

EXHIBIT A

CLEANING SCHEDULE

CLEAN RESTROOMS:

Re-stock and clean dispensers and receptacles.
Spot clean walls, ceilings, partitions, and remove graffiti.
Remove trash and change liners.
Clean sinks and counters (including underneath) and remove mineral deposits.
Clean mirrors.
Remove debris from floors.
Clean, disinfect, and remove mineral deposits (as necessary) from urinals, sinks, and toilets.
Clean vents.
Clean and dust doors and partitions.
Polish chrome.
Sweep and then mop floors with disinfectant.
Pour disinfectant solution into floor drains at least weekly.

CLEAN COMMON AREAS (INTERIOR AND EXTERIOR):

Empty trash and change liners (inside and outside building).
Clean glass surfaces.
Remove cobwebs and graffiti.
Spot clean walls, clean and polish metal, and dust wall pictures.
Clean entrance areas and keep walk-off mats vacuumed.
Clean and empty cigarette urns.
Remove debris and trash.
Sweep and vacuum floors.
Clean drinking fountains.
Clean doors and kick plates.
Dust walls, shelves, baseboards, and other surfaces.
Clean air vents.

CUSTODIAL CLOSETS

Keep closets clean, organized, and stocked.
Store supplies correctly.
Do not block electrical panels and do not store supplies on or around panels. At the end of shift, empty all mop buckets, rinse out all mops and rags, and clean all custodial equipment and store properly.

OFFICE AREAS

Clean and dust furniture, walls, shelves, counters, doors, partitions, and other surfaces.
Empty trash and change liners.
Clean glass surfaces and window ledges.
Clean vents and dust blinds.
Vacuum carpets, spot clean carpets, and sweep floors.
Clean switch plate covers.
Do high dusting as needed, above six (6) feet.
Do not unplug any equipment in office areas unless it is a safety hazard.

BREAK ROOMS:

Clean furniture, tables, and counters.
Dust and clean appliance tops, ledges, shelves, window sills, blinds, and other surfaces.
Sweep and clean floors.
Clean and disinfect sinks and counters.
Vacuum carpeted areas.
Spot clean walls, doors, shelves, and glass surfaces.
Empty trash and change liners.

ADDITIONAL GENERAL DUTIES:

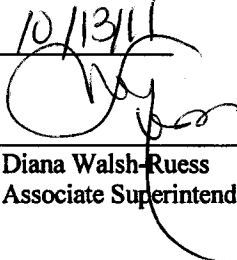
Make sure that the entire building is clean and looks like it has been professionally cleaned daily; both on the interior of the building and the exterior.
Report problems to your SUPERINTENDENT right away.
Make daily contact with client contacts for needs or special requests and satisfy them.
Spot clean carpets daily.
Report any and all special cleaning needs to SUPERINTENDENT in a timely manner such as hard floor and carpet restoration work.
Clean and dust light fixtures as needed.
Report any maintenance issues promptly.
Maintain and clean custodial equipment and supplies.
Order and stock needed custodial supplies in a timely manner.
Change vacuum filters and empty vacuum bags regularly or as needed.
Annual carpet extraction.
Exterior and interior window washing once (1) per year.

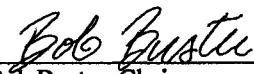
Agreement Number C1002413
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IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this agreement on the day and year first above written.

**Riverside County
Superintendent of Schools**

County of Riverside


Date 10/13/11
Signed 
Diana Walsh-Ruess
Associate Superintendent

Date NOV 01 2011
Signed 
Bob Buster, Chairman
Board of Supervisors

ATTEST:
Kecia Harper-Ihem
Clerk to the Board of Supervisors


Deputy

APPROVED AS TO FORM:
Pamela J. Walls
County Counsel


Deputy ANITA C. WILLIS