

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

805



SUBMITTAL DATE:
November 29, 2012

FROM: Economic Development Agency/Facilities Management

SUBJECT: Ratify the Second 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 the Second Amendment to the Cleaning Services Agreement (Second Amendment) between the Riverside County Superintendent of Schools (Superintendent) and the County of Riverside (County);
2. Authorize the Chairman of the Board of Supervisors to execute the Second Amendment; and

(Continued)

[Handwritten Signature]

Robert Field
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 12,432	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012/13

COMPANION ITEM ON BOARD 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
[Handwritten Signature]
BY: Jennifer L. Sargent

County Executive Office Signature

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: *[Handwritten Signature]* 11/28/12
 ANNIE T. SAHAR
 COUNTY COUNSEL
 11/26/12

Consent
 Policy
 Consent
 Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Benoit 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: December 11, 2012
xc: EDA, Auditor

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

Prev. Agn. Ref.: 3.28 of 2/23/10; 3.8 of 11/1/11 District: 4/4 Agenda Number: **3.10**

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

RECOMMENDED MOTION: (continued)

3. Authorize the Assistant County Executive Officer/EDA to execute future amendments for consecutive one-year renewals to the Cleaning Services Agreement between the Superintendent and the County, not to exceed a period of five (5) fiscal years and subject to approval as to form by County Counsel.

BACKGROUND: The Superintendent and the County entered into an initial Cleaning Services Agreement ("Agreement") for custodial and cleaning services on July 1, 2010. The Superintendent and the County modified the Agreement with a First Amendment to the Cleaning Services Agreement on July 1, 2011, renewing it for the fiscal year from July 1, 2011 through June 30, 2012.

The initial Agreement provides that the Superintendent has the option to renew the Agreement for one (1)-year renewal periods. The Superintendent requested that the County provide custodial services for the current fiscal year which began July 1, 2012 through June 30, 2013. Thus, the Superintendent and the County want to again extend the current Agreement for one fiscal year, beginning July 1, 2012 to June 30, 2013. The custodial services are being provided at L.F. Smith Court School, located in Indio, California, as referenced on Exhibit A of the Second Amendment to the Cleaning Services Agreement, attached hereto (Second Amendment).

The Second Amendment provides that the Agreement, at the option of the Superintendent, may be extended for consecutive one-year renewal periods for up to five (5) fiscal years, with a final completion date of no later than June 30, 2018. Any such renewals would be executed by written amendment to the Agreement, subject to the approval of the Assistant County Executive Officer/EDA, and subject to approval as to form by County Counsel.

The agreed upon maximum for this fiscal year is set not to exceed \$12,432. There is no impact to the county general fund and no request for matching funds.

Staff recommends that the Board of Supervisors ratify the Second Amendment and authorize the Assistant County Executive Officer/EDA to execute future amendments to the Agreement for consecutive one-year renewals up to a period of five (5) fiscal years, subject to approval as to form by County Counsel.

County Counsel has approved the Second Amendment as to form.

Attachment: Second Amendment to the Cleaning Services Agreement

RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS

3939 Thirteenth Street/P.O. Box 868

Riverside, California 92502

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

This Second Amendment, **effective July 1, 2012**, is to Agreement Number **C-1002413** between the **Riverside County Superintendent of Schools ("SUPERINTENDENT")** and **County of Riverside ("CONTRACTOR")** to provide cleaning services for the **L.F. Smith Court School, located at 47-665 Oasis Street, Indio, CA 92201.**

Agreement Number C-1002413 is hereby amended as follows:

Section 2., entitled "**COMPENSATION**", paragraph one, is hereby deleted in its entirety and replaced with the following:

"The SUPERINTENDENT shall pay the CONTRACTOR for custodial hours worked, and shall not exceed the amount of **\$894.92 per month/\$10,739.04 annually, plus approximately \$683.20 per year for supplies and an additional \$1,010.16 or 29 hours** for annual utility work. In no event shall the total annual dollar amount paid under this agreement exceed the sum of \$12,432.00 without a written amendment to this agreement.

The CONTRACTOR agrees to provide services **two (2) times per week (or 6 hours per week)** and include services specified on **Exhibit A**, which is made part of this agreement by this reference. Annual/utility work will be done as a special request, using a Form 5 request form."

(Paragraphs a.,b., and c. of **Section 2.** shall remain unmodified)

Section 3., entitled "**TERM**", is hereby deleted in its entirety and replaced with the following:

"The term of this agreement shall be from July 1, 2012, to and including June 30, 2013, with SUPERINTENDENT's option for one (1) fiscal year annual renewals, for up to five (5) consecutive fiscal years. Such renewals are not automatic and require CONTRACTOR to submit cost proposals to SUPERINTENDENT for review and approval. Such annual renewals must be approved by SUPERINTENDENT and CONTRACTOR, in writing, by amendment to this agreement and executed by SUPERINTENDENT and CONTRACTOR. The

cumulative period of performance shall not exceed five (5) years with a final completion date of June 30, 2018."

Exhibit A: any previous versions of Exhibit A are hereby deleted in their entirety and replaced with Exhibit A, Revised 8/31/12, and attached hereto.

All other terms and conditions of Agreement Number C-1002413 shall remain the same.


[x] Total amount of the agreement for Fiscal Year 2012-13: **\$12,432.40**

[x] Contractor's signature is required on this modification.

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**

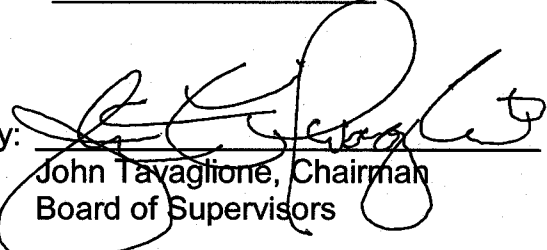
Date: 11/26/12

By: 

Diana Walsh-Ruess
Associate Superintendent

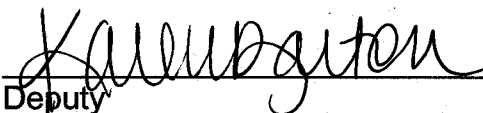
County of Riverside

Date: DEC 11 2012

By: 

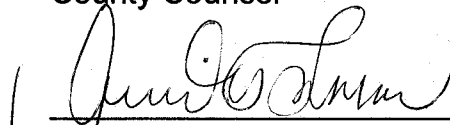
John Tavaglione, Chairman
Board of Supervisors

ATTEST:
County of Riverside
Kecia Harper-Ihem
Clerk of the Board of Supervisors



Deputy

APPROVED AS TO FORM:
Pamela J. Walls
County Counsel



Annie T. Sahhar
Deputy County Counsel

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).

Clean mirrors.

Remove debris from floors.

Clean, disinfect, and remove mineral deposits (as necessary) from urinals, sinks, and toilets.

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.

Spot clean doors and kick plates.

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

Empty trash and change liners.

Clean glass surfaces and window ledges.

Vacuum carpets, spot clean carpets, and sweep floors.

Clean switch plate covers.

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, 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 major touch points in the building is clean and looks like it has been professionally cleaned weekly; both on the interior of the building and the exterior.
Report problems to CSD SUPERINTENDENT right away.
Make weekly contact with client for needs or special requests and satisfy them.
Spot clean carpets weekly.
Report any and all special cleaning needs to CSD SUPERINTENDENT in a timely manner such as hard floor and carpet restoration work.
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/Utility Work:

Vents
Deep cleaning carpet extraction
Deep cleaning floor finish (including; stripping, waxing, and high speed buffing)
Office dusting and high dusting
Window washing (interior and exterior)
Blinds
Office window sills
Flood, fire, or construction cleaning/restoration