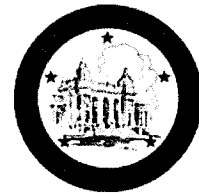


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.7
(ID # 11791)

MEETING DATE:


Tuesday, January 28, 2020

FROM: EXECUTIVE OFFICE:

SUBJECT: EXECUTIVE OFFICE: Recommendation to Implement Increased Flexibility in Project Management, Contracting, Maintenance and Custodial Services for Sheriff's Department

RECOMMENDED MOTION: That the Board of Supervisors:

1. Direct the Economic Development Agency (EDA) to modify and/or amend their agreements for Easy Indefinite Public Works Contract (EZIQC) and Job Order Contracting (JOC) Systems to allow the Sheriff's Department (RSO) access to these contracting models;
2. Direct the Executive Office to amend Board Policies H-7, Selection of Architectural and Real Estate Related Services, and B-11, Award of Public Works Contracts Pertaining to County Facilities and Certain Other Improvements to allow the Sheriff's Department as an authorized entity under specific circumstances, and return to the Board with amendments to the policies by February 25, 2020;
3. Authorize the transfer of necessary custodial and maintenance employees, as determined by the Sheriff's Department, from the Economic Development Agency to the Sheriff's Department as needed to maintain Sheriff facilities; and,
4. Direct the Executive Office to report back on implemented recommendations, as well as savings realized from this Board item in twelve (12) months.



Lisa O Brandl 1/23/2020

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: January 28, 2020
xc: EO, EDA

Kecia R. Harper
Clerk of the Board

By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ n/a	\$ n/a	\$0	\$0
NET COUNTY COST	\$ n/a	\$ n/a	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment No	
			For Fiscal Year: 19/20	

C.E.O. RECOMMENDATION: [CEO use]

BACKGROUND:

Summary

BACKGROUND: On January 7, 2020, the Board of Supervisors directed the Executive Office to return with analysis and recommendations relating to Minute Order 3.23, which concerned allowing increased flexibility for project management and contracting for the Sheriff's Department.

The Executive Office, EDA, and RSO have been meeting to discuss the Board's request and worked together to agree on a framework. EDA's internal service rates (ISF) for maintenance, custodial and real estate were cited within the form 11 as increasing in costs with little explanation. Attachment A illustrates the budget and actuals for maintenance charges to the Sheriff's Department for the past 4 years, as well as the projected FY 20/21 budget.

Public Work Projects

Public works projects are those which involve the construction, alteration, painting, repair or improvement of any county structure, building or facility that will be used, occupied, or owned by a county entity. Capital renewal projects are those that are typically contracted through the EZIQC and JOC contracting method, and if authorized through this Board action, EDA will amend their existing contracts to allow RSO to directly work with the contractors. RSO will not incur any project management fees from EDA when using this method, as RSO staff will work with the contractors directly. Both EDA and RSO are in agreement with this proposed practice, and as such requires amending Board Policies H-7 and B-11. The Executive Office will submit the amended Board policies allowing RSO as an authorized entity for these methods.

Both RSO and EDA have agreed to work collaboratively on major construction projects, and for emergency project management issues, will determine if the particular project warrants EDA involvement, or can be handled through RSO's authorization through the EZIQC and JOC contract method. As RSO has the existing capability to manage such projects, it could be determined between the two departments that it is more cost efficient to handle them in-house. Complexities surrounding public works projects make it difficult to create thresholds of involvement by either department, so both have agreed to collaboratively work together to determine management on a case-by-case basis. Attachment B is a sample of upcoming projects that could be managed through the Sheriff's Department.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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Maintenance and Landscaping Services

Regarding preventative maintenance projects, EDA has the expertise of staff and the relationships built with RSO to maintain their facilities, so in order to preserve the working relationship as well as preserve the familiarity of maintaining the facilities, the recommendation is to transfer the necessary amount of maintenance staff to RSO. RSO will be paying the actual salaries and benefits of the employees, and not the ISF rate for EDA's Maintenance Division. This will likely result in savings to RSO's budget.

Landscaping work is managed through EDA and largely completed through the use of outside vendors. The management of these contracts could go to RSO. EDA and RSO will work collaboratively to determine the best department to manage this function.

Service Level Agreements

Additionally, EDA will work with RSO and implement service level agreements for real estate services to implement transparent billing practices so that RSO will have realistic expectation of what they will paying for and why. EDA will also implement service level agreements for all county departments for FY 20/21. It should be noted that EDA service level agreements have already been implemented within the portfolio of Economic Development and Community Services. Attachment C is an example of a Service Level Agreement from EDA.

Custodial

The Sheriff's Department has expressed a desire to augment custodial staff from EDA by hiring their own. There are examples of this occurring within the county. For example, within the Riverside University Health System, (medical center and clinics), have their own custodial staff, albeit with a different job description (Housekeeper). The recommendation is to transfer the necessary amount of custodial staff to RSO. RSO will be paying the actual salaries and benefits of the employees, and not the ISF rate for EDA's Custodial Division. This will likely result in savings to RSO's budget.

Real Estate

All parties agree this is a specialized function and should remain with EDA. EDA will implement a service level agreement with RSO in this area.

Invoicing

RSO has requested elimination of automatic billing and transition to an itemized invoice. Due to the level of work and volume, EDA will work with RSO to coordinate. In order to facilitate proper cash flow for EDA's divisions and not incur any negative balance and concurrent negative interest charges, once an invoice format is agreed to, RSO will have ten (10) business days to review the invoices for any discrepancies.

Both RSO and EDA are continuing to work together to ensure facilities are maintained in the proper standards while also achieving the lowest possible cost. They both agree to resolve the

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

ongoing issues and will work with the Executive Office to identify a satisfactory conclusion for each other.

Follow-up Report

The Executive Office will work with both RSO and EDA and report back on realized savings from this Board item in 12 months.

Impact on Residents and Businesses

RSO will realize savings through the management of JOC and EZIQC projects, as well as directly managing custodial, maintenance and landscaping services.

ATTACHMENTS:

ATTACHMENT A Maintenance Services Budget History

ATTACHMENT B Upcoming Facilities Maintenance Projects for RSO

ATTACHMENT C Service Level Agreement Example

ATTACHMENT A

Maintenance Services Division (MSD)

Budget History for Sheriff's Department Facilities

Fiscal Year	Budget	Actuals
FY 16/17	\$8,339,173	\$8,614,544
FY 17/18	\$8,350,800	\$9,135,729
FY 18/19	\$8,983,752	\$10,703,004
FY 19/20 (As of 12/31/19)	\$11,400,380	\$4,673,222
FY 20/21	\$12,454,727	N/A

- Actuals column reflects requests for additional service, unexpected equipment failures, emergency repairs, and some deferred maintenance/capital renewal projects
- Opening of the 615,000± square foot (SF) John Benoit Detention Center in FY 20/21 will increase RSO's total maintained SF from 1,650,000± SF to 2,265,000± SF, a bump of more than 37%
- Staffing required for JJBDC is 10 FTE's
- The increase in budget expenditures for FY 20/21 compared to FY 18/19 actual expenditures is \$1,751,723, or about 16%

ATTACHMENT B

Facilities Maintenance Sheriff Projects - FY 20/21

Building Name	Address	Year Built	Scope of Work	Estimated Cost
911 Comm	7195 Alessandro Blvd	1968	Resurface Asphalt	\$ 200,000
911 Comm	7195 Alessandro Blvd	1968	Air Handler Replacement	\$ 275,000
Blythe Jail	260 N Spring St	1957	Repair Plumbing/Water system	\$ 550,000
Blythe Jail	260 N Spring St	1957	Upgrade Facility Inmate Shower	\$ 375,000
Cabazon Sheriff	50290 Main Street	2002	Resurface Asphalt	\$ 135,000
Hemet Sheriff	43950 Acacia	1999	Roof Repairs	\$ 185,000
Lake Elsinore Sheriff	333 Limited Street	1999	Roof Replacement	\$ 195,000
Perris Coroner	800 S Redlands Avenue	2001	Boiler Replacement	\$ 135,000
Robert Presley Detention Center	4000 Orange Street	1990	Replace Chillers/Cooling Towers/VAV	\$ 3,500,000
Sheriff - Special Investigation Bureau	1500 Castellano Rd	1960	Replace Chiller and Tower	\$ 850,000
Sheriff - Special Investigation Bureau	1500 Castellano Rd	1960	Replace Air Handlers	\$ 450,000
Sheriff Administration	4095 Lemon Street	1960	Replace Air Handlers/Air Duct Repairs	\$ 1,750,000
Smith Correctional Facility Administration	1627 S Hargrave St	1970	HVAC Replacement	\$ 125,000
Smith Correctional Facility Housing Unit 10	1627 S Hargrave St	1986	HVAC Replacement & Duct Cleaning	\$ 185,000
Smith Correctional Facility Housing Unit 12	1627 S Hargrave St	1986	HVAC Replacement & Duct Cleaning	\$ 185,000
Smith Correctional Facility Room	1627 S Hargrave St	2005	HVAC Replacement	\$ 125,000
South West Justice Center Jail Housing Unit	30755-B Auld Rd	1992	Roof Repairs	\$ 365,000
				\$ 9,585,000

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MEMORANDUM OF UNDERSTANDING
BETWEEN
CUSTODIAL SERVICES DIVISION
AND
COOPERATIVE EXTENSION
PERTAINING TO CUSTODIAL SERVICES

This Memorandum of Understanding (hereinafter "MOU") is entered into this 18th day of September, 2018, by and between the Custodial Services Division (hereinafter referred to as "CSD"), and the Cooperative Extension (hereinafter referred to as "DEPARTMENT"), together referred to in this MOU as "the Parties".

RECITALS

WHEREAS, CSD is tasked with providing custodial services to County-owned facilities;

WHEREAS, CSD has the staffing, tools, and supplies necessary to clean and properly maintain in a sanitary manner the DEPARTMENT's facilities;

WHEREAS, CSD and the DEPARTMENT now desire to enter into an agreement for custodial services within the DEPARTMENT;

NOW, THEREFORE, for good and valuable consideration receipt and adequacy of which is hereby acknowledged, the parties, agree as follows:

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SECTION I

CUSTODIAL SERVICES OBLIGATIONS

1.1. SCOPE OF WORK

- A. The CSD is responsible to establish minimum cleaning standards for all County facilities, except for in-treatment hospitals, healthcare facilities, clinics, or children's service facilities as Federal and State mandates require higher levels of service.
 - B. The CSD shall review annual cleaning requirements and perform custodial services in conformance with Exhibit "A", Basic Level of Cleaning Standards. This MOU does not include restricted areas such as the Server Room, unless requested and escorted by the DEPARTMENT.
 - C. The CSD will make and coordinate service adjustments with the DEPARTMENT from one fiscal year to the next to maintain clean, neat, and sanitary conditions in all facilities.
 - D. Semi-annual and annual cleaning special requests listed on Exhibit "A", Basic Level of Cleaning Standards, will be submitted on a Form 5 and cleaned at an added cost and on a scheduled basis to maintain sanitary conditions and maintain a professional appearance. Carpet, flooring, furniture, and window cleaning schedules will vary from one facility to another as facility location, weather conditions, and use of the facility determine appropriate cleaning needs.
 - E. The Maintenance Division will provide assistance and expertise with deep cleaning requirements involving; lighting, high level edges and landings, or other unique structures or surfaces.
 - F. Service hours for the DEPARTMENT locations, unless otherwise directed or approved by the department (such as for floor crew/utility work, etc.) will be:
 - 1. Blythe: .5 hours/day, three times per week
 - 2. Moreno Valley: 1 hour/day, two times per week
- The CSD and DEPARTMENT representatives may adjust days and times as necessary if mutually agreed upon.

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1.2. GENERAL REQUIREMENTS

A. CSD shall hire and select the custodial staff and onsite supervision at all times to carry out the work and shall ensure only competent and skilled workers will be providing custodial services to DEPARTMENT's facilities.

B. CSD employees and supervision must possess a current Live Scan and if applicable, a Level One security clearance background check through the Riverside County Sheriff's Department (RCSD).

1. Level I Security Clearance: A level I security clearance is a status granted to individuals that have completed a background check, who may have unsupervised access to confidential information or access to restricted areas (i.e. any sheriff's facility). A level I security clearance background check is more extensive/intrusive than a pre-employment background check which meets California DOJ and FBI requirements. All level I security clearance background checks are conducted by Riverside County Sheriff's Personnel.

2. Why the Level 1 Security Clearance is necessary for cleaning staff:

The California Government Code sections 15150 through 15167 states that the California Department of Justice (CA DOJ) shall maintain a statewide telecommunications system for the use of law enforcement agencies and only authorized law enforcement, criminal justice personnel or their lawfully authorized designees may use a CLETS terminal. Any information from the CLETS is confidential and for official use only. Access is defined as the ability to hear or view any information provided through the CLETS.

3. The California DOJ CLETS Policy directs that all persons, including non-criminal justice, volunteer personnel and private vendor technical or maintenance personnel with physical access to the CLETS equipment, information from the CLETS or to criminal offender record information, are required to undergo a background and fingerprint-based criminal offender record information search pursuant to the California Code of Regulations, Title 11, Division 1, Chapter 7, Article 1, Subsections 703(d) and 707(b).

1 4. Pursuant to the FBI's Criminal Justice Information Services Division (CJIS)
2 Security Policy section 4.5, if the fingerprint-based criminal offender record
3 information search reveals a felony conviction of any kind, CLETS/NCIC access
4 shall NOT be granted. If it is revealed that the person appears to be a fugitive or
5 has an arrest history without conviction for a felony, the agency head or his/her
6 designee will review the matter and decide if the CLETS/NCIC access is
7 appropriate.

8 C. CSD shall ensure employees working during business hours keep voices and music at
9 a low level so no one shall be disturbed.

10 D. CSD shall ensure that no person(s) not employed by the CSD (i.e. spouse, children,
11 brothers, sisters, friends, etc.) shall be allowed to enter the premises during CSD's
12 performance of services.

13 E. CSD shall provide relief personnel to ensure each assignment is performed per
14 specifications and deliverables, regardless of employee absenteeism.

15 F. CSD is responsible for maintaining satisfactory standards for employees in regards to
16 conduct, appearance and integrity (i.e. use of foul language, use of employees'
17 personal items, cooking, phone and TV usage).

18 G. All CSD employees shall be identified, while on the premises, by standard uniform
19 and County issued ID Badge.

20 H. CSD employees shall comply with building security. In addition, the CSD shall ensure
21 all employees are properly trained on safety and emergency procedures (such as fire
22 building evacuations, etc.) for the facilities in which they work.

23 I. CSD shall inform the DEPARTMENT designee of any irregularities noted during
24 performance of services including but not limited to doors left unlocked, lights not
25 working or left on, defective plumbing, broken windows, broken bathroom fixtures,
26 unstable or broken furniture, graffiti, vandalism and/or damage to the building or its
27 contents.

28 J. All materials, supplies, and equipment used by the CSD shall be suitable for the job
 and not harmful to the surfaces on which they are used.

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1.3. STORAGE/USE OF EQUIPMENT AND MATERIALS

- A. The CSD shall obtain prior approval from the DEPARTMENT designee for any space or area required for storage of the CSD's equipment and materials.
- B. Equipment and materials shall not be piled or stored at any location to hinder normal business operations or to constitute a hazard to persons or property.
- C. All materials which are stored in the liquid state shall be stored on shelves not higher than three (3) feet above the floor.
- D. All products stored in secondary containers shall be properly labeled as to the contents.
- E. All vacuums used must be equipped with HEPA Filtration.
- F. All cleaning equipment must be maintained in good working order so as not to cause any harm to employees, contents of the facility or the facility itself.

1.4. MATERIALS AND SUPPLIES

- A. All equipment and supplies necessary to perform these services shall be provided by the CSD. All cleaning products shall perform as cleaners and disinfectants per the Green Cleaning Policy if this is a certified LEED facility. In addition, CSD shall supply soap, hand sanitizers, deodorizers, chemicals, liners, paper towels, toilet tissue, toilet seat protectors, carpet shampoo, floor stripper and finish, dust cloths, and other items as needed. CSD shall be required to fill the dispensers of the items listed above. CSD shall have available a listing of all supplies and cleaning items including the manufacturer and description of the product.
- B. Under no circumstances shall cleaning tools and materials be left unattended during normal business hours.
- C. The CSD shall handle chemicals so as to minimize the possibility of exposure of facility occupants to acid based or caustic based materials. A list of all chemicals used for these services shall be submitted and pre-approved by the DEPARTMENT designee.

- 1 D. All unused products and empty containers shall be properly disposed of by the CSD
2 as required by federal, state and local laws and regulations.
3 E. Safety Data Sheets (SDS) - CSD shall post current SDS sheets in appropriate areas
4 and shall provide copies to the DEPARTMENT for its required postings.
5 F. Labor - Hours of work for this agreement shall be in accordance with, and subject to
6 the provisions of the State of California Labor Code.
7 G. All materials and supplies shall be Environmentally Friendly for LEED Certified
8 facilities or upon request.
9 H. The CSD shall maintain access to a reasonable stock of such products on hand for the
10 term of the contract.

11 **1.5. SECURITY and CONFIDENTIALITY**

- 12 A. CSD shall maintain the confidentiality of all information and records and comply with
13 all other statutory laws and regulations to privacy and confidentiality.
14 B. CSD shall be responsible for use of all keys and/or security cards issued to him/her.
15 The CSD shall not put identification on any keys. CSD shall not duplicate any keys
16 for premises under any circumstances. Any lost key/s or need for additional keys shall
17 be promptly reported to the Maintenance department in writing. The CSD shall need
18 to identify which keys were lost, who lost the keys, where they were lost, and the date
19 and time of loss.
20 C. Unauthorized duplication of keys for a County owned facility is a misdemeanor under
21 Section 469 of the California Penal Code.
22 D. Security of the DEPARTMENT's properties shall be maintained. Doors, gates, and
23 windows shall be closed and locked when not in immediate use. Upon completion of
24 the work in any single section of a building, employees shall check exterior doors and
25 windows to make sure that they are closed and locked. Certain areas are protected by
26 security alarms and procedures for entering and leaving these areas shall be as directed
27 by the DEPARTMENT designee.
28 E. Under no circumstances shall CSD's employees admit anyone to areas controlled by
a key or access card in their possession.

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1.6. INSPECTION OF SERVICES

- A. The CSD shall inspect the DEPARTMENT facility monthly to ensure quality and thoroughness of cleaning services. CSD shall coordinate these inspections with the DEPARTMENT representative who has the option of inspecting the facility with the CSD. The CSD shall refer to the Basic Level of Cleaning Standards Spreadsheet when inspecting the facility and shall provide a written report within five working days regarding the conditions at the time of the inspection and the steps necessary for addressing any issues.
- B. The CSD shall submit a schedule at least five working days in advance for sizeable services such as carpet and window cleaning and floor stripping and waxing activities, identifying the type of service, location and scheduled date and time. The CSD shall schedule a time to inspect the completed work with the DEPARTMENT's representative no later than five working days after the work has been performed. The CSD shall designate one representative that is of supervisor authority or higher to conduct these inspections.

SECTION II
DEPARTMENT OBLIGATIONS

- A. The DEPARTMENT shall provide lights, power, and water for cleaning.
- B. The DEPARTMENT shall provide lockable spaces for CSD's supplies and equipment. The DEPARTMENT shall not be responsible for the CSD's supplies, equipment, material, or personal belongings.
- C. All trash shall remain property of the DEPARTMENT. The DEPARTMENT shall provide bins, cans and dumpsters where the CSD shall deposit trash and recyclables. Disposal of trash from these designated locations shall be the responsibility of the DEPARTMENT.

- 1 D. The DEPARTMENT is responsible to maintain County owned or leased facilities in a
2 neat, clean, and sanitary condition for the health and safety of building occupants,
3 visitors, and the general public for which they serve.
- 4 E. The DEPARTMENT must set aside appropriate funding each fiscal year to maintain
5 minimum or better cleaning standards as prescribed by this MOU.
- 6 F. The DEPARTMENT is expected to implement reasonable policies for eating and
7 drinking in the work place as well as for public service areas that help reduce; cleaning,
8 pest control, and wear and tear costs. Reasonable examples of such policies include:
9
10 1. Lids will be required on all drinks in the workplace.
11 2. Lunch and snacks will be eaten in break areas.
12 3. Organizational or community events involving food and drink should include
13 clean up committees.
14 4. Spills and crumbs will be cleaned immediately.
15 5. Spill kits should be made available to staff in staff break areas.
16 6. Large spills, spills likely to stain, or accidents involving body fluids should be
17 treated by CSD and reported through the Facilities Management Call Center at
18 951.955.4850 as soon as possible.

19 SECTION III
20 MUTUAL TERMS

- 21
- 22 A. TERM: The term of this MOU shall commence on July 1, 2018 and expire on June
23 30, 2019 and remain in effect until either of the parties hereto terminates or amends
24 said agreement formally in writing as stipulated in section III, part E.
- 25 B. PREMISES: The CSD shall perform the custodial services at the DEPARTMENT
26 locations particularly shown on Exhibit "B", 2018 Space Occupancy Certification.
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1 C. COST: The DEPARTMENT shall pay the CSD the Regular Board Approved hourly
2 rate of \$45.63 for labor. Estimated annual labor costs are \$12,632 for 276.84 hours of
3 labor and \$952 for supplies and other services as outlined in Exhibit "C". Additional
4 services including pest control, deep cleaning of carpet, floors, exterior windows, and
5 high dusting shall be submitted via a Form 5 at additional cost. Cost estimates may
6 vary depending upon condition, location, use, and extreme wear and tear of facility.

7 D. PAYMENT: To request all payments pursuant to this MOU, at the close of each
8 month, CSD shall render to DEPARTMENT an invoice for custodial services due
9 for the said month. CSD shall charge DEPARTMENT by way of a journal voucher
10 transfer to be credited to CSD. Any disputes regarding charges shall be submitted to
11 the CSD within twenty (20) days after receipt of such statement and payment. The
12 DEPARTMENT may view custodial invoices at the following:

13 <https://www.rivcoeda.org/Default.aspx?alias=www.rivcoeda.org/journalvouchers>.

14 E. AMENDMENTS. Notwithstanding any other provision herein, the parties may
15 amend this MOU upon 30 days written notice. Notice shall be deemed served when
16 mailed to the appropriate parties as set out in section III, part J or this MOU.

17 F. NO THIRD PARTY BENEFICIARIES. This MOU is made and entered into for the
18 sole protection and benefit of the parties hereto. No other person or entity shall have
19 any right of action based upon the provisions of the MOU.

20 G. ASSIGNMENT. Neither this MOU nor any clause or provision contained herein may
21 be assigned, transferred, or released without the express written consent of the parties
22 hereto.

23 H. CHANGES OF MODIFICATIONS. No part of this MOU may be modified, altered,
24 amended, waived, or changed without the express written consent of the Parties.

25 I. ENTIRE MOU. This MOU contains the entire understanding between the Parties.
26 There are no oral understandings, terms, conditions, or promises, and no party has
27 relied upon any representations, express or implied, not contained in this MOU.
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J. NOTICES. Any notices provided by any of the Parties shall be addressed to the respective parties as set forth below:

CSD

Rose Salgado, Deputy Director
CSD Administration
3315 Park Ave.
Riverside, CA 92507

Cooperative Extension

Etaferahu Takele, County Director
Cooperative Extension
4080 Lemon St.
Riverside, CA 92501

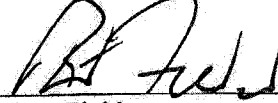
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IN WITNESS HEREOF, the parties hereto have executed the MOU Agreement to be effective on the day and year first written above.

IN WITNESS WHEREOF, this Memorandum of Understanding is hereby mutually approved by the Parties and agreed upon by Economic Development Agency/Facilities Management. This Memorandum of Understanding shall not be legally binding or consummated until its approval Assistant County Executive Officer, Economic and Community Development.

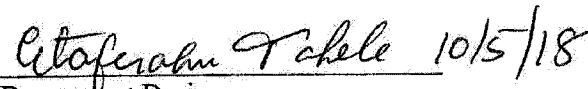
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APPROVED BY:



Robert Field
Assistant County Executive Officer/ECD

AGREED TO:



Department Designee
Cooperative Extension

APPROVED AS TO FORM:

Gregory P Priamos, County Counsel

By: _____

Deputy County Counsel

EXHIBIT "A"
Custodial Services Division
Basic Level of Cleaning Standards

I. GENERAL HOUSEKEEPING, PRIVATE OFFICES, LOBBIES AND LOUNGES	DAILY	EVERY OTHER DAY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL (SPECIAL REQUEST)	ANNUAL (SPECIAL REQUEST)
1. Empty wastebaskets	X						
2. Clean and service cigarette urns, sweep entrances	X						
3. Dust furniture as needed in first impressions areas			X				
4. Clean and sanitize drinking fountains	X						
5. Spot clean reception lobby glass, including front door	X						
6. Low dust horizontal surfaces, including sills, ledges, molding, and shelves				X			
7. Clean counter tops	X						
8. Remove dust and cobwebs from ceiling areas				X			
9. Wash wastebaskets as needed			X				
10. Spot clean wall surfaces					X		
11. Clean entire wall surfaces							X
II. FLOORS AND CARPET							
1. Spot vacuum	X						
2. Detail vacuum				X			
3. Inspect for minor spots and remove	X						
4. Deep restoration extraction						X	
III. FLOORS, RESILIENT AND HARD SURFACES							
1. Dust mop	X						
2. Spot mop	X						
3. Damp mop	X						
4. High speed burnishing (resilient tile)				X			
5. Strip and refinish resilient tile with 3 coats of sealer and 5 coats of finish							X
6. Clean and polish baseboards							X
7. Hard tile (machine scrub)						X	

EXHIBIT "A"
Custodial Services Division
Basic Level of Cleaning Standards – (continued)

IV. WASHROOMS, EMPLOYEE & PUBLIC LOUNGES	DAILY	EVERY OTHER DAY	WEEKLY	MONTHLY	QUARTERLY	SEMI- ANNUAL (SPECIAL REQUEST)	ANNUAL (SPECIAL REQUEST)
1. Clean, sanitize and polish porcelain fixtures including sinks, toilet, urinals, and showers	X						
2. Clean and sanitize all flush rings, drain and over-flow outlets	X						
3. Clean and polish all chrome fittings	X						
4. Clean and sanitize toilet seats	X						
5. Clean and polish mirrors	X						
6. Empty all containers and disposal units, insert liners	X						
7. Clean and sanitize exterior of all containers	X						
8. Dust metal partitions				X			
9. Dust/clean lounge furniture				X			
10. Remove spots, stains, splashes from wall area adjustments	X						
11. Remove fingerprints from doors, frames, light switches, handles, push plates, etc.	X						
12. Refill all dispensers to normal limits- soaps, tissue, paper towels and seat covers	X						
13. Low dust horizontal surfaces including sills, molding, ledges, shelves, etc.				X			
14. Spot clean metal partitions	X						
15. Wash and sanitize metal partitions				X			
16. High dust horizontal surfaces including ledges, shelves, pipes and vents						X	
17. Dust diffuser outlets in ceiling				X			
18. Sweep and clean debris from floors	X						
19. Damp mop all floor surfaces	X						
20. Machine scrub restroom					X		

EXHIBIT "A"
Custodial Services Division
Basic Level of Cleaning Standards – (continued)

	DAILY	EVERY OTHER DAY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL (Form 5 SPECIAL REQUEST)	ANNUAL (Form 5 SPECIAL REQUEST)
V. REGULAR SERVICES							
EXTERIOR WINDOWS							
1. Clean exterior							X
2. Clean interior							X
VI. ELEVATORS							
1. Clean/polish interior surfaces	X						
2. Clean/polish exterior door	X						
3. Sweep, damp mop and/or vacuum floor surface	X						
4. Clean elevator tracks as needed			X				
VII. ENTRANCES							
1. Sweep walkways	X						
2. Clean glass/doors	X						
3. Sweep patio, side, or rear doors	X						
VIII. PARKING							
1. Empty trash receptacles	X						
2. Sweep/clean lot							X
IX. PARKING STRUCTURE							
1. Empty trash receptacles	X						
2. Sweep/clean structure							X
3. Clean Elevators	X						
4. Clean stairwells							X
X. MISCELLANEOUS							
5. Sweep Emergency stairwells			X				
6. Mop emergency stairwells				X			
3. Empty trash from exterior break/picnic areas	X						
4. Wipe down exterior furniture		X					
5. Sweep and clean smoking areas and ash cans	X						
6. Empty recycle bins	X						
7. Dusting interior plants							X

Department: Cooperative Extension

List of required services

**Exhibit "A"
Custodial Services Division
Basic Level of Cleaning Standards**

I. General Housekeeping, Private Offices, Lobbies and Lounges

1	Empty wastebaskets	Tuesday & Thursday
3	Dust furniture as needed in first impressions areas	Weekly-Thursday
4	Clean and sanitize drinking fountains	Tuesday & Thursday
7	Clean counter tops	Tuesday & Thursday
8	Remove dust and cobwebs from ceiling areas	Monthly-Last Thursday of the month
9	Wash wastebaskets as needed	Weekly-Thursday
10	Spot clean wall surfaces	Quarterly-Last Tuesday of every 4 month

II. Floors and Carpet

1	Spot vacuum	Tuesday & Thursday
2	Detail vacuum	Monthly-Last Thursday of the month
3	Inspect for minor spots and remove	Tuesday & Thursday

III. Floors, Resilient and Hard Surfaces

1	Dust mop	Tuesday & Thursday
2	Spot mop	Tuesday & Thursday
3	Damp mop	Tuesday & Thursday

IV. Washrooms, Employee and Public Lounges

4	Clean and sanitize toilet seats	Tuesday & Thursday
6	Empty all containers and disposal units, insert liners	Tuesday & Thursday
11	Remove fingerprints from doors, frames, light switches, handles, push plates, etc.	Tuesday & Thursday
12	Refill all dispensers to normal limits- soaps, tissue, paper towels and seat covers	Tuesday & Thursday
18	Sweep and clean debris from floors	Tuesday & Thursday
19	Damp mop all floor surfaces	Tuesday & Thursday
20	Machine scrub restroom	Quarterly-Last Tuesday of every 4 month

X. Miscellaneous

6	Empty recycle bins	Tuesday & Thursday
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Economic Development Agency
2018 Space Occupancy Certification
Cooperative Extension

Exhibit "B"

Original Certificate: Please do not make changes in this section.

City	Bldg ID	Address	Floor	Building Name	Department Use	SQ FT	Cust	Maint	Type	Chargeback Information (Please use one accounting string per BLDG ID)					Level 4 Dept ID for COWCAP	Comments
										Cust Acct	Maint Acct	Utility Acct	Fund	Dept		
Blythe	BL0317	260 N. Broadway	1	BL CAC C	Cooperative Extension	1,546	Yes	Yes	CO-CO	520820	522310	529540	10000	6300100000	63001	
Grand Total						1,546										

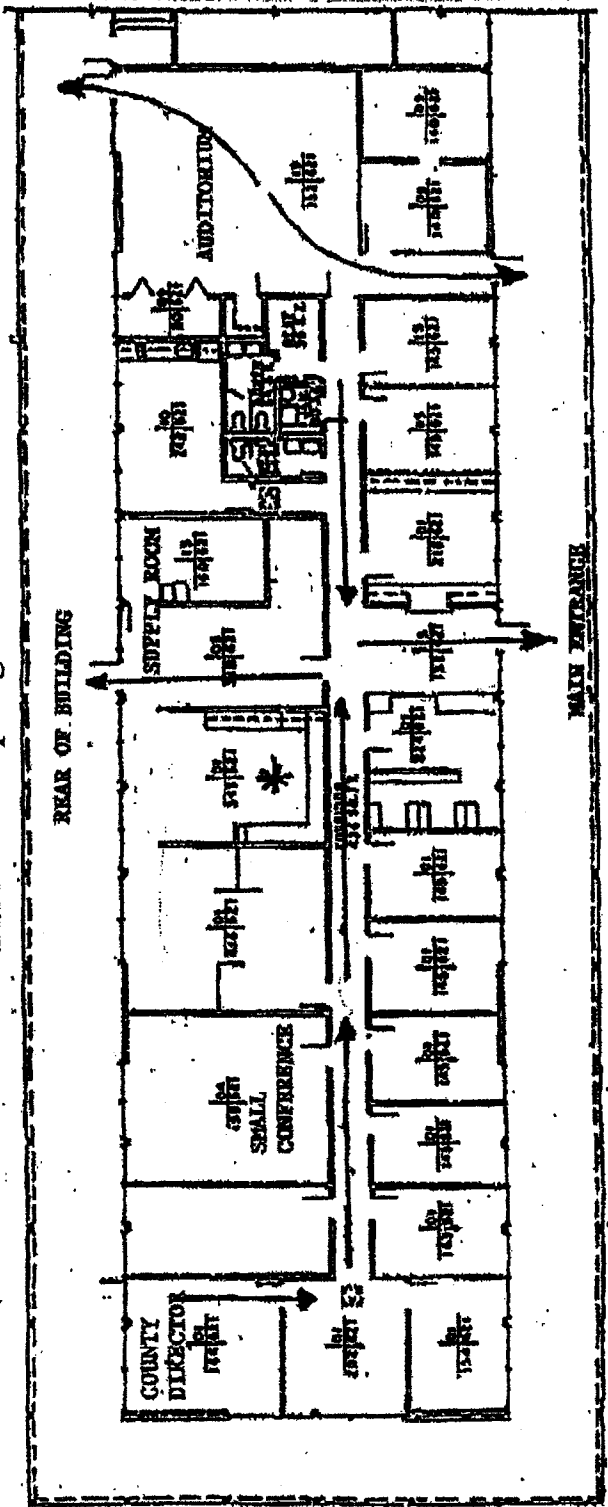
4/30/2018 Date
Monica Hernandez Prepared by:
5/30/2018 Date
Etaferahu Takele Department Head (Or Designee) Name
5/30/2018 Date
Etaferahu Takele Reviewed by:
[Signature] Department Head (Or Designee) Signature

Please itemize changes/corrections.

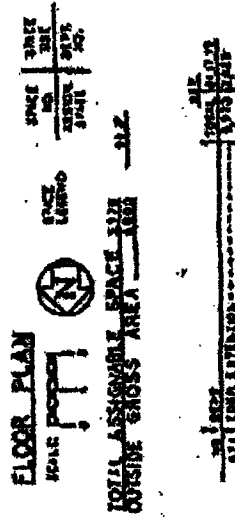
City	Bldg ID	Address	Floor	Building Name	Department Use	SQ FT	Cust	Maint	Type	Chargeback Information (Please use one accounting string per BLDG ID)					Level 4 Dept ID for COWCAP	Comments
										Cust Acct	Maint Acct	Utility Acct	Fund	Dept		
										529540	529540					

Point of Contact: Etaferahu Takele Phone: 951-683-8491 Ext.221

21150 Box Springs Rd



Parking Lot Area





EDA
 Economic Development Authority
 FY 17/18 - Customer Sort

Customer Name	Account #	Account Type	Account Status	Account Balance	Account Type	Account Status	Account Balance	Account Type	Account Status	Account Balance	Account Type	Account Status	Account Balance	Account Type	Account Status	Account Balance	Account Type	Account Status	Account Balance	
Customer 1	12345	Residential	Active	100.00	Commercial	Active	500.00	Industrial	Active	1000.00	Government	Active	2000.00	Non-Profit	Active	500.00	Other	Active	100.00	
Customer 2	67890	Commercial	Active	250.00	Industrial	Active	750.00	Government	Active	1500.00	Non-Profit	Active	300.00	Other	Active	100.00				
Customer 3	11111	Industrial	Active	300.00	Government	Active	1200.00	Non-Profit	Active	400.00	Other	Active	150.00							
Customer 4	22222	Government	Active	1500.00	Non-Profit	Active	300.00	Other	Active	100.00										
Customer 5	33333	Non-Profit	Active	400.00	Other	Active	150.00													
Customer 6	44444	Other	Active	100.00																
Customer 7	55555		Active																	
Customer 8	66666		Active																	
Customer 9	77777		Active																	
Customer 10	88888		Active																	
Customer 11	99999		Active																	
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MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



3.23
(MT 11646)

On motion of Supervisor Washington, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the recommendation from Supervisors Kevin Jeffries and Chuck Washington regarding the Increased Flexibility in Project Management and Contracting for Sheriff's Department, is continued to Tuesday, January 28, 2020 at 9:30 a.m. or as soon as possible thereafter.

Roll Call:

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None

I hereby certify that the foregoing is a full true, and correct copy of an order made and entered on January 7, 2020 of Supervisors Minutes.

WITNESS my hand and the seal of the Board of Supervisors
Dated: January 7, 2020
Kecia R. Harper, Clerk of the Board of Supervisors, in
and for the County of Riverside, State of California.

(seal)

By: *[Signature]* Deputy

AGENDA NO.
3.23

xc: CQB

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



**ITEM: 3.23
(ID # 11646)**

MEETING DATE:
Tuesday, January 7, 2020

FROM : SUPERVISOR KEVIN JEFFRIES AND SUPERVISOR CHUCK WASHINGTON :

SUBJECT: SUPERVISORS KEVIN JEFFRIES and CHUCK WASHINGTON: Increased Flexibility in Project Management and Contracting for Sheriff's Department

RECOMMENDED MOTION: That the Board of Supervisors:
That the Riverside County Board of Supervisors grant increased flexibility in Project Management and Contracting to the Sheriff's Department by 1) Amending Board Policy H-7 and Board Policy B-11 to add the Sheriff's Department as an "Authorized Entity" for Architectural and Engineering Services and Public Works Contracting, and 2) Authorizing Sheriff Department to use the Easy Indefinite Quantity Contract (EZIQC) and Job Order Contracting (JOC) systems.

ACTION:Policy


Supervisor Kevin Jeffries, Supervisor 1st. District 1/2/2020

MINUTES OF THE BOARD OF SUPERVISORS

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

BACKGROUND:

Summary

The Riverside County Sheriff's Department is by far the largest line item in the General Fund budget, and as such, one of the Sheriff's stated goals is to make the department more efficient and achieve budget savings at every opportunity. To accomplish the Sheriff's vision and meet budget goals set by the Board of Supervisors, he and his executive team continue to review all areas of the department to identify where greater efficiencies can be achieved. While most aspects of their budget are directly within their control, many of the costs passed on to them through the Internal Service Funds (ISF) are not. The Sheriff's Department has estimated the total cost of ISFs to their budget is the equivalent of approximately 70 Deputies.

One of those ISF departments, the Economic Development Agency (EDA), has provided building maintenance, capital project management and janitorial services to county owned buildings occupied by Sheriff's staff. Costs in these EDA controlled areas have increased over 50% since fiscal year 14/15 and have outpaced the BOS approved budget allocation, fiscal year after fiscal year. These cost increases are unsustainable, and not only impact the Department's operating budget but are passed on to their contract city partners as facility rate increases. While many departments have voiced similar concerns in the past, the size of the Sheriff's Department makes them uniquely able to take over some of the services provided by the EDA, and the size of their budget means that tangible savings could result from providing the Department with the flexibility to pursue other options when appropriate.

To do this, the Sheriff needs the ability and flexibility to competitively bid for facilities maintenance, janitorial, and site security contract management services; as well as capital improvement and tenant improvement projects whenever the department feels efficiencies and budget savings can be achieved. This flexibility is not intended to sever the relationship between the Sheriff's Department and EDA, but would allow the Sheriff's Department to look at costs on a project by project or location by location basis. The bids would be compared to the current EDA billing model and to ensure services are competitively priced and provide transparency in the cost and services being performed. When the expertise and economies of scale provided by EDA are more cost or time effective, those jobs and processes would stay with EDA. But when cost efficiencies and time savings can be achieved by handling projects internally, or by contracting directly with a county-approved vendor, they would be free to do so.

To illustrate the need for a competitive process, in FY 18/19 the Department's actual expenditures for building maintenance was approximately \$9 million and based on the current FM billing trend, the Department is expected to pay approximately \$13 million for services this fiscal year, a 40% increase. The substantial increases from EDA from year to year with unclear justifications and transparency to their billing methods, along with project costs, have made it challenging for the department to achieve efficiencies and budget savings. Therefore, the Sheriff needs the ability to have the same purchasing authority as EDA, and have the option of using outside vendors to provide the department with the opportunity to reduce operational

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

costs. The Sheriff also needs the authority to enter into agreements for leases, tenant improvements (including furniture and fixtures) and subcontractors.

The Sheriff's Department currently has a Planning Unit that internally manages all public works projects. This unit has worked closely with EDA on department projects for well over 10 plus years, and in many cases, EDA's role in the process has simply added another level of expensive redundancy and delay in completing a project. If given the authority to manage public works projects, the Sheriff Department's Planning Unit will have the staffing and capability to manage many new projects themselves.

Allowing the Department this flexibility requires revisions to the following Board Policies and authorizing authority:

Board Policy H-7- Architectural and Engineering Services

With regard to the selection of architectural and engineering services, the Sheriff's Department should be added as an "Authorized Entity" as defined in Board Policy H-7. This would allow the Sheriff's Department to select pre-qualified consultants for professional services to assist with public works projects in conformance with Board Policy H-7.

Board Policy B-11- Award of Public Works Contracts Pertaining to County Facilities and Certain Other Improvements

With regard to public works projects, the Sheriff's Department will also need to be added as an "Authorized Entity" as defined in Board Policy B-11. This would allow the Department to provide project management responsibilities for projects within any county structure, building or facility that will be used, occupied or owned by the Sheriff's Department. The Sheriff's Department would adhere to provisions outlined in Board Policies, California Government Code, California Public Contract Code, Uniform Public Construction Cost Accounting Act and other applicable state codes or policies of the county which may govern the approval of projects.

Authorizing Authority

The Board needs to authorize the Sheriff's Department to access and use the Easy Indefinite Quantity Contract (EZIQC) and the Job Order Contracting (JOC) as a possible means to manage and complete public works projects, in accordance with applicable Board policies.

The Board further needs to authorize the Sheriff's Department to utilize County approved pre-qualified Public Works Contractor lists to assist with the completion of approved public works projects, in accordance with applicable Board policies.

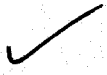
Potential Savings to the Sheriff's Department

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

If the Sheriff's Department is given authority to manage their own public works projects the Department estimates potential cost savings would start at \$1,000 (EDA's standard fee for a quote), plus any EDA Project management fees which typically range from 2% to 10%, sometimes as high as 20%, of the overall projects budget. Since the Sheriff's Department typically has in excess of 30 plus public works project in various stages at any given time, the potential savings to the Department would be substantial if given authority to manage their own public works projects.

Impact on Citizens and Businesses:

By empowering the Sheriff's Department with the ability to oversee and manage these services, they may realize significant savings that will allow them to help meet their budget goals and spend money on improving public safety in the community, rather than bureaucracy.



Riverside County Board of Supervisors Request to Speak

Submit request to Clerk of Board (right of podium), Speakers are entitled to three (3) minutes, subject to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: Sonya Hemden

Address: _____

City: Woodcrest Zip: _____

Phone #: 951 892 8897

Date: _____ Agenda # 3.7

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

_____ Support _____ Oppose _____ Neutral

Note: If you are here for an agenda item that is filed for "Appeal", please state separately your position on the appeal below:

_____ Support _____ Oppose _____ Neutral

I give my 3 minutes to: _____

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda/Public Comment:

Notwithstanding any other provisions of these rules, a member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES. Donated time is not permitted during Public Comment.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please ensure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes. Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin to flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. *Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.*

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman, may result in removal from the Board Chambers by Sheriff Deputies.