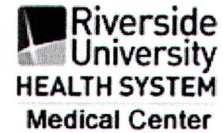




**SUBMITTAL TO THE RIVERSIDE UNIVERSITY HEALTH
SYSTEM MEDICAL CENTER GOVERNING BOARD
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 15.1
(ID # 17251)

MEETING DATE:

Tuesday, November 09, 2021

FROM : RUHS-MEDICAL CENTER:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM - MEDICAL CENTER: Ratify and Authorize the Purchasing Agent to issue a Purchase Order to Xtreme Commercial Cleaning & Waterproofing dba XCCW to Provide Commercial Janitorial Services Without Seeking Competitive Bids from December 14, 2020 through April 30, 2021, All Districts. [Total Cost \$452,399– 100% Hospital Enterprise Fund – 40050]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and authorize the Purchasing Agent to issue a Purchase Order to Xtreme Commercial Cleaning & Waterproofing dba XCCW to provide Commercial Janitorial Services Without Seeking Competitive Bids in the amount of \$452,399 from December 14, 2020 through April 30, 2021 and authorize the Chairperson of the Board to approve the purchase order on behalf of the County.

ACTION:Policy


Jennifer Cruikshank, Chief Executive Officer – Health System 10/26/2021

MINUTES OF THE GOVERNING BOARD

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: November 9, 2021
xc: RUHS-Medical Center

Kecia R. Harper
Clerk of the Board

By: 
Deputy

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SYSTEM MEDICAL CENTER GOVERNING BOARD OF DIRECTORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 452,399	\$ 0	\$ 971,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Hospital Enterprise Fund - 40050			Budget Adjustment:	No
			For Fiscal Year:	FY21/22

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The requested Board action will ratify and authorize the Purchasing Agent to issue a Purchase Order to Xtreme Commercial Cleaning & Waterproofing dba XCCW for commercial janitorial services for the common and clinical areas of Riverside University Health System (RUHS) main hospital building. RUHS-MC experienced a spike in COVID-19 cases at alarming levels in December 2020. The Environmental Services (EVS) department experienced critical staff shortage and was unable to maintain critical janitorial services for both common and clinical areas. The daily cleaning and sanitation services ensured EVS maintained hospital operations and enhanced the safety for patients and staff.

Following the guidance of the Centers for Disease Control and Prevention (CDC), increased cleaning and disinfection was required throughout the hospital to reduce the risk of exposure to SARS-CoV-2, coronavirus for patients and staff. The COVID-19 surge that occurred in December 2020 affected patients and RUHS-MC staff creating an imminent need for EVS to maintain a clean and safe environment to reduce the risk of infection.

XCCW provided commercial janitorial services from December 14, 2020 through April 30, 2021 to clean, sanitize, and maintain common areas of RUHS main hospital building including: waiting rooms, clinic, offices, conference rooms, public and private restrooms, floor, Computed Tomography, Radiology, and confidential trash removal.

Impact on Residents and Businesses

These services are a component of RUHS's system of care aimed at improving the health and safety of its patients and the community.

Additional Fiscal Information

Funds for this contract have been allocated in the FY21/22 budget. Budget adjustments are not necessary.

Contract History and Price Reasonableness

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The requested services were initiated as a result of the COVID-19 pandemic. As per the Director of Emergency Services Emergency Procurement Order dated December 10, 2020 for the initial amount of \$837,000, the competitive bidding process was suspended for necessary goods and services immediately needed in the County of Riverside's operations for the preservation of life and property during the existence of a Local Emergency in the County of Riverside regarding COVID-19.

The COVID-19 surge in December 2020 caused an imminent need for commercial janitorial services. The RUHS Environmental Services (EVS) department engaged County of Riverside Human Resources (HR), TAP, American Business and Rightsourcing Inc. for temporary staffing. Due to market constraints and vendor staffing shortages due to the pandemic, the referenced companies could not provide the required personnel. EVS continued to experience staffing shortages and increase in COVID-19 patients to RUHS caused for additional scope of work from the vendor. The additional services resulted in an increase of \$134,000 for a total aggregate of \$971,000. A purchase order in the amount of \$518,601 was issued to compensate the vendor for services rendered from December 2020 -February 2021. The vendor is owed a remaining balance of \$452,399 to pay for the service rendered in March and April 2020.

XCCW's services were retained after exhausting previous outreach efforts to other vendors. Their selection was based on the following factors:

- **Expedited Mobilization** – XCCW was able to provide personnel and supplies upon request
- **Healthcare Experience** – XCCW is experienced in working in a healthcare setting and understands the standard of care and performance required to meet and exceed infection control requirements
- **Staffing Capabilities** – XCCW had available staffing to meet RUHS's needs for supplemental EVS services. The personnel are highly trained, certified and were ready for immediate deployment to the hospital
- **Performance Requirements** – XCCW met the hospitals essential performance requirements and helped RUHS to provide the best operational response to address this critical need

The vendor was able to expeditiously provide the temporary commercial janitorial staffing needs to fill-in for the twenty (20) housekeepers unable to work due to COVID-19 exposure or COVID-19 related issues. XCCW provided the supplemental staffing for the thirty (30) open positions unable to be filled by RUHS. The services provided at the time of the COVID-19 surge assisted the EVS department maintain a clean and safe environment for patients and staff. The vendor cleaned, sanitized, and maintained common areas of RUHS main hospital building including:

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waiting rooms, clinic, offices, conference rooms, public and private restrooms, floor, Computed Tomography, Radiology, and confidential trash removal.

ATTACHMENTS: None


Suzanna Hickley, Assistant Director of Purchasing and Fleet Service

10/28/2021


Jacqueline Ruiz, Sr. Management Analyst

11/2/2021


Gregory L. Priamos, Director County Counsel

10/29/2021

Maxwell, Sue

From: cob@rivco.org
Sent: Saturday, November 6, 2021 1:11 PM
To: COB; jloxccw@gmail.com
Subject: Board comments web submission

CAUTION: This email originated externally from the Riverside County email system. **DO NOT** click links or open attachments unless you recognize the sender and know the content is safe.



First Name: Josue
Last Name: Lopez
Address (Street, City and Zip): 37308 29th Place E. Palmdale, CA 93550
Phone: 818 326-1605
Email: jloxccw@gmail.com
Agenda Date: 11/09/2021
Agenda Item # or Public Comment: 15.1
State your position below: Support
Comments: In total support for the approval on past due amount payment for XCCW (Xtreme Commercial Cleaning & Waterproofing).
Attachments (Must be .pdf, .doc, or .docx): [2021-11-09-Board-of-Supervisors-Public-Agenda-2507.pdf](#)

Thank you for submitting your request to speak. The Clerk of the Board office has received your request and will be prepared to allow you to speak when your item is called. To attend the meeting, please call (669) 900-6833 and use Meeting ID # 864 4411 6015 . Password is 20211109. You will be muted until your item is pulled and your name is called. Please dial in at 9:00 am with the phone number you provided in the form so you can be identified during the meeting.



Date: September 8, 2021
From: Jennifer Cruikshank, CEO
To: Board of Supervisors/Purchasing Agent
Via: Marvin Granados
Subject: Sole or Single Source Procurement; Request for Commercial Janitorial Services

The below information is provided in support of my Department requesting approval for a sole or single source. (*Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.*)

1. **Supplier being requested:** XCCW Cleaning

2. **Vendor ID:** 241010

3. ☒ **Single Source** ☐ **Sole Source**

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?** (*If yes, please provide the approved sole or single source number.*)

☐ **Yes** ☒ **No**
SSJ# _____

4a. **Was the request approved for a different project?**

☐ **Yes** ☒ **No**

5. **Supply/Service being requested:**

During the Covid-19 surge in December 2020 RUHS-MC had an emergent need for commercial janitorial services. The emergent need was to address EVS critical staff shortages, increase Covid-19 patients, and conversion of several storage areas into patient care areas due Covid-19 surge. The services needed was to clean, sanitize, and maintain common areas of RUHS main hospital building including: waiting rooms, clinic, offices, conference rooms, public and private restrooms, floor, CT, Radiology, and confidential trash removal.

6. **Unique features of the supply/service being requested from this supplier.**

The vendor was able to expeditiously provide the temporary commercial janitorial staff needed to fill-in for the twenty (20) housekeepers unable to work due COVID issues or taking care of a relative due to COVID, the thirty (30) open positions unable to fill by RUHS, and the increased Covid-19 patients. The services provided at the time of the Covid surge assisted the EVS department maintain a clean and safe environment for patients and staff. The vendor cleaned, sanitized, and maintained common areas of RUHS main hospital building including: waiting rooms, clinic, offices, conference rooms, public and private restrooms, floor, CT, Radiology, and confidential trash removal.

7. **Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

RUHS-MC experienced a spike in COVID19 cases at alarming levels in December 2020 after the Thanksgiving holiday. Environmental Services experienced critical staff shortage and was unable to maintain areas. Efforts were made to secure janitors, housekeepers, and cleaning help by reaching out to County TAP, Human Resources, contracted vendor Rightsourcing USA, American Building Cleaning Company, and XCCW. However, none of the other County facilities or American Building Cleaning Company were able to provide the additional staff needed. Rightsourcing advised they could provide approximately 85-90 referrals, however, only three employees came and worked for two weeks. XCCW was able to provide the personnel needed to supplement the RUHS-MC staffing shortage and ensure we are in compliance with health and safety.

8. **Period of Performance: Four Months From: 12/14/20 to 4/30/21**

Is this an annually renewable contract? ☐ No ☐ Yes

Is this a fixed-term agreement: ☒ No ☐ Yes

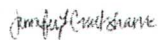
9. **Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**

Description:	FY 20/21	Total
Costs:		
Annual	\$970,000	\$970,000
Total Costs	\$970,000	\$970,000

Price Reasonableness: RUHS-MC made every effort to seek price reasonableness by reaching out to County TAP, Human Resources, Rightsourcing USA, American Building Cleaning Company, and XCCW. XCCW was the only vendor that provided a stable workforce. supplement the RUHS-MC staffing shortage and ensure we are in compliance with health and safety.

10. **Projected Board of Supervisor Date (if applicable):** 9/28/2021

(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)



Jennifer Cruikshank

Sep 23, 2021

Department Head Signature
(or designee)

Print Name

Date

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

After the fact request. Possible ord 533 Applicable pend. determination
BOS RATIFICATION Required.

Not to exceed:

☒ One-time \$ 970,000

☐ Annual Amount \$ _____ / per fiscal year through _____ (date)
(If Annual Amount Varies each FY)

Suzanna Hinckley

Purchasing Agent
Assistant Director

FY

:

\$ 10/13/21

Date

Approval Number

(Reference on Purchasing Documents)

COVID-19 Emergency Procurement Form

(for non-IT related procurements)

In response to the COVID-19 pandemic, the Emergency Service Director has authorized the temporary lifting of procurement guidelines that require obtaining three quotes for purchases over \$5,000 that are **directly related to providing a safe and secure environment for the protection of the public and employee health.**

COVID-19 emergency procurements shall be defined as materials, supplies, equipment or services that are directly related to activities in response to the COVID-19 pandemic.

This form is to be utilized by departments to **report** COVID-19 procurements over \$5,000 that did not involve securing competitive pricing. Completion and submittal of this form must occur within 24 hours of the purchase.

Departments may not misuse this temporarily suspension of procurement guidelines and purchase items that are not related to the COVID-19 pandemic without seeking competitive bids or secured through awarded contracts.

Complete the following information for reporting of purchases over \$5,000 and submit to Purchasing – Emergency Procurement Form at purchasing-epf@rivco.org.

Agency/Department: RUHS-Med Center Total Dollar Amount: \$139,000/mo up to 6 months = \$837,000

Department Contact Name: Marvin Granados Contact Phone: 951-486-4075

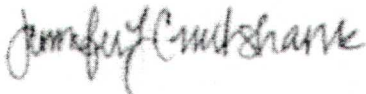
Vendor Name: XCCW

Date of Purchase: 12/10/20

Provide a brief summary of the materials, equipment, and/or services purchased. Attach a copy of the quote.

RUHS-MC has an emergent need for commercial cleaning services during the current COVID surge. Environmental Services (EVS) has a critical staff shortages due to COVID. XCCW will provide cleaning and maintenance services to all common areas, clinic rooms and offices, public and private restrooms and floor and carpet cleaning which will relieve EVS staff to focus cleaning direct patient care areas.

By signing this form, you are confirming that this purchase is in response to the COVID-19 pandemic.



Chief Executive Officer

12/10/2020

Department Head or designee Signature

Title

Date