County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060
(831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

THOMAS L. BOLICH
DIRECTOR OF PUBLIC WORKS

AGENDA: FEBRUARY 12,2008

January 31,2008

SANTA CRUZ COUNTY BOARD OF SUPERVISORS
701 Ocean Street
Santa Cruz, California 95060

SUBJECT: JANITORIAL SERVICES CONTRACT AT BUENA VISTA LANDFILL

Members of the Board:

The Department of Public Works has been utilizing Bay Building Janitorial for janitorial services at our Buena Vista Landfill and Ben Lomond Transfer Station. Janitorial services are necessary on a daily basis to maintain a sanitary work environment and includes after-hours cleaning of all staff and public use facilities and bathroom supply replenishment.

In October 2005 we entered into a multi-year agreement with Bay Building Janitorial for services through June 30,2009, for a total not-to exceed annual cost of $47,000 (Contract 53018). When the contract was renewed for fiscal year 2007/2008, only six months funding was encumbered. At this time we are requesting an increase in the funding to an annual amount of $49,350. This reflects the original full contract amount plus an increase of 10 percent for an adjusted labor fee and the implementation of green cleaning practices and products. Attached for your consideration is an amendment to agreement with Bay Building Janitorial providing for the increased funding. Sufficient funds are available in the County Service Area 9C Refuse budget for this purpose

It is therefore recommended that the Board of Supervisors take the following action:

1. Approve the amendment to agreement with Bay Building Janitorial, Inc., for janitorial services at the Buena Vista Landfill and Ben Lomond Transfer Station in the increased amount of $25,850 for total a not-to-exceed annual cost of $49,350.

2. Authorize the Director of Public Works to sign the amendment to agreement on behalf of the County.

Yours truly,

THOMAS L. BOLICH
Director of Public Works

TLB:MLS:mg

Attachments

RECOMMENDED FOR APPROVAL:

County Administrative Officer

copy to: Bay Building Janitorial
Public Works (Brian Van Straten)
General Services

janitorial m.wpd

AMENDMENT TO AGREEMENT

The parties hereto agree to amend Contract Number CW73018, dated June 28,2007, by and between the COUNTY OF SANTA CRUZ and BAY BUILDING JANITORIAL, INC., for janitorial services for the Santa Cruz County Public Works Department facilities at the Buena Vista Landfill and Ben Lomond Transfer Station by increasing the contract amount for fiscal year 2007/2008 to a total not-to-exceed annual cost of $49,350 as identified in the attached scope of work, which includes the 2007/2008 rate schedule.

All other provisions of said contract shall remain the same.

DATED:_____

COUNTY OF SANTA CRUZ
DEPARTMENT OF PUBLIC WORKS

_____
DIRECTOR OF PUBLIC WORKS

Approved as to form:

_____ 1-30-08
Office of County Counsel

CONTRACTOR:
BAY BUILDING JANITORIAL, INC.

BY: _____

ADDRESS: 834 17th Avenue
Santa Cruz, CA 95062

TELEPHONE: (831) 476-4623

FAX: (831) 476-4809

E-MAIL: bbml6198@compuserve.com

MLS:mg
janitorial m.wpd
DISTRIBUTION: Auditor-Controller, Public Works, Contractor

Bay Building Janitorial Inc.

Bonded and Insured
Locally Owned and Operated
Serving; Santa Cruz County Since 1990

834 - 17th. Avenue, Santa Cruz, CA. 95062
(831) 476-4623 FAX (831) 476-4809

January 4, 2008

A Business Proposal For:

COUNTY OF SANTA CRUZ
DEPARTMENT OF PUBLIC WORKS
9835 NEWELL CREEK RD.
BEN LOMOND, CA. 95005
PHONE #(831) 336-3953

MAINTENANCE AS PER CUSTOMER SPECIFICATIONS

OFFICE AREAS

- Empty all trash receptacles and replace plastic liners as needed.
- Empty all recycle.
- Dust work surfaces, computer, furniture, picture frames, moldings, and window ledges
  Do not disturb paper work if present.
- Leave furniture neat and orderly
- Vacuum all carpeted areas
- Disinfect all door handles
- Spot clean all light switches
- Vacuum all air vents
- Dust blinds as needed
- Remove cobwebs

HALLWAY

- Sweep and wet mop floor
- Clean/disinfect drinking fountain
- Vacuum floor mats.
- Remove cobwebs

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Bay Building Janitorial Inc.

Bonded and Insured
Locally Owned and Operated
Serving Santa Cruz County Since 1990

This is a continuing order Between Bay Building Janitorial Inc. and (County of Santa Cruz Department of Public Works Ben Lomond) for janitorial services.

SEE ATTACHED SPECIFICATIONS.

Additional charge of 10% increase on labor rate per month
Your adjustment monthly charge is $1,479.84 per month for *5* days a week of janitorial services

Customer Signature	**Bay Building Janitorial Inc.**
By:_____	By:_____
Title:_____	Title:_____
Date:_____	Date:_____

IN THE EVENT THAT THIS AGREEMENT PROVES UNSATISFACTORY, IT MAY BE TERMINATED BY A **30** DAY WRITTEN NOTICE BY EITHER PARTY.

***ANY* ADITIONAL WORK REQUESTED BY CLIENT NOT PART OF THIS AGREEMENT WILL BE ADDITIONALLY CHARGED BASED ON A FAIR LABOR RATE**

Bay building Janitorial Inc. provides all cleaning equipment and supplies.
Bathroom supplies (toilet tissue paper towels hand soap) along with
Plastic liners for garbage cans
Are to be supplied by Bay Building Janitorial Inc.

Committed to Setting Higher Standards in Cleaning Excellence

834 - 17th Avenue * Santa **Cruz,** CA 95062 *Phone, (831)476-4623 *Fax (831)476-4809

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BREAKROOM

- Sweep and wet mop floors
- Clean and sanitize table and counter tops
- Leave
- Empty all waste and recycling receptacles and replace plastic liners
- Refill paper towels dispenser
- Remove cobwebs

RESTROOMS

- Clean and sanitize toilets, sinks, urinals, showers, & counter tops
- Empty waste containers and replace plastic liners
- Cleanmirrors
- Remove cobwebs
- Refill hand paper towels, toilet paper, and hand soap dispensers
- Sweep and wet mop floor

AS NEEDED

- Clean windows inside and outside
- Replace light bulbs and fluorescent lights

3 TIMES PER YEAR

- Strip and wax floors

MISCELLANEOUS

- Turn off all lights except those customer wishes left on.
- Check all entrance doors and see that they are locked when leaving.
- Report all unusual conditions.
- Report any damage or malfunction on job site
- Arm security system before exiting.
- Supervisor is required to make inspections

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Bay Building Janitorial Inc.

Bonded and Insured
Locally Owned and Operated
Serving Santa Cruz County Since 1990

834 - 17th. Avenue, Santa Cruz, CA. 95062
(831) 476-4623 FAX (831) 476-4809

January 4, 2008

A Business Proposal For:

COUNTY OF SANTA CRUZ
DEPARTMENT OF PUBLIC WORKS
150 ROUNTREE LANE
WATSONVILLE, CA.95076
PHONE #(831) 763-3117 FAX # (831) 763-3118

MAINTENANCE AS PER CUSTOMER SPECIFICATIONS

OFFICE AREAS

- Empty all trash receptacles and replace plastic liners
- Empty all recycle.
- Dust work surfaces, computers, phones, furniture, picture frames, moldings, and window ledges Do not disturb paper work if present.
- Leave furniture neat and orderly
- Vacuum all carpeted areas
- Disinfect all door handles
- Spot clean all light switches
- Dust partition walls
- Vacuum all air vents
- Dust blinds as needed

HALLWAY AND STAIRS

- Sweep and wet mop floor
- Spot clean/polish hand rails
- Cleddisinfect drinking fountains.
- Vacuum floor mats.

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CONFERENCE ROOMS

- Dust furniture and air vents
- Vacuum carpet
- Leave furniture neat and orderly

BREAKROOMS

- Sweep and wet mop floors
- Clean and sanitize table and counter tops
- Clean microwaves inside & outside
- Empty all waste and recycling receptacles and replace plastic liners
- Refill paper towels dispensers
- Clean refrigerator inside & outside
- Remove cobwebs

RESTROOMS

- Clean and sanitize toilets, sinks, urinal, shower, & counter tops
- Empty waste containers and replace plastic liners
- Cleanmirrors
- Remove cobwebs
- Refill hand paper towels, toilet paper, and hand soap dispensers
- Sweep and wet mop floor

AS NEEDED

- Clean windows inside and outside
- Replace light bulbs and fluorescent lights

3 TIMES PER YEAR

- Strip and wax floors

MISCELLANEOUS

- Turn off all lights except those customer wishes left on.
- Check all entrance doors and see that they are locked when leaving.
- Report all unusual conditions.
- Report any damage or malfunction on job site
- Arm security system before exiting.
- Supervisor is required to make inspections

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Bay Building Janitorial Inc.

Bonded and Insured
Locally Owned and Operated
Serving Santa Cruz County Since 1990

This is a continuing order Between Bay Building Janitorial Inc. and (County of Santa Cruz Department of Public Works Watsonville) for janitorial services.

SEE ATTACHED SPECIFICATIONS.

Additional charge of 10% increase on labor rate per month
Your adiustment monthly charge is $2,731.99 per month for 7 days a week of janitorial services

Customer Signature	**Bay Building Janitorial Inc.**
By:_____	By:_____
Title:_____	Title:_____
Date:_____	Date:_____

IN THE EVENT THAT THIS AGREEMENT PROVES UNSATISFACTORY, IT MAY BE TERMINATED BY A **30** DAY WRITTEN NOTICE BY EITHER PARTY.

***ANY* ADITIONAL WORK REQUESTED BY CLIENT NOT PART OF THIS AGREEMENT WILL BE ADDITIONALLY CHARGED BASED ON A FAIR LABOR RATE**

Bay building Janitorial Inc. provides all cleaning equipment and supplies.
Bathroom supplies (toilet tissue paper towels hand soap) along with
Plastic liners for garbage cans
Are to be supplied by Bay Building Janitorial,

Committed to Setting Higher Standards in Cleaning Excellence

834 - 17th Avenue Santa Cruz, CA 95062 *Phone (831) 476-4623 *Fax (831) 476-4809

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COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: PUBLIC WORKS (Department)

BY: _____ (Signature) 1-29-08 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One) Expenditure Agreement [XX] Revenue Agreement [ ]

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of same.

1. Said agreement is between the COUNTY OF SANTA CRUZ (Department/Agency)
and BAY BUILDING JANITORIAL
834 17TH AVENUE, SANTA CRUZ, CA 95062 (Name/Address)

2. The agreement will provide JANITORIAL SERVICES AT THE COUNTY SOLID WASTE FACILITY OFFICES

3. Period of the agreement is from BOARD APPROVAL to JUNE 30, 2008

4 Anticipated Cost is $ 25,850.00 [ ] Fixed [ ] Monthly Rate [ ] Annual Rate [XX] Not to Exceed
INCREASE

Remarks: CONTRACT: $49,350.00; 7% OVERHEAD $3,454.50;TOTAL $52,804.50

5. Detail: [ ] On Continuing Agreements List for FY ___-___ . Page CC-_____ Contract No: _____ OR [ ] 1st Time Agreement
[ ] Section II No Board letter required, will be listed under Item 8
[ ] Section III Board letter required
[ ] Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in
-01 625110! 51310! 3475! $32,025.00 (3590)
-02 625110! 51340! 3475! $17,325.00 (3590)
(Index) (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are / are not available and have been / will be encumbered.

Contract No: CW73018

By: _____ Date: 1/28/08
Auditor-Controller Deputy

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize THE DIRECTOR OF PUBLIC WORKS (Dept/Agency Head) to execute on behalf of the COUNTY OF SANTA CRUZ (Department/Agency)

Date: 2/4/08

By: _____
County Administrative Office

RPM:MG

Distribution:
Board of Supervisors - White
Auditor Controller – Canary
Auditor-Controller – Pink
Department – Gold

State of California
County of Santa Cruz
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify *that* the foregoing *request* for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative Office by an order duly entered in the minutes of said Board on _____ 20__

ADM – 29 (8/01)
Title I, Section 300 Proc Man

By: Deputy clerk

AUDITOR-CONTROLLER USE ONLY

CO_____ $_____ _____ _____ _____ _____
Document No. JE Amount Lines H/TL Keyed By Date

TC110_____ $_____ _____/_____ _____
Auditor Description Amount Index Sub object User Code

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ACORD™ CERTIFICATE OF LIABILITY INSURANCE

12/14/2007

PRODUCER a
Bedell/Nelson/Harbert
PO BOX 1295
SANTA CRUZ, CA 95061

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE | NAIC#

INSURED
BAY BUILDING JANITORIAL INC.
DBA/BAY BUILDING MAINTENANCE
834 17TH AVE
SANTA CRUZ, CA 95062
BAYB00

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC	62 SBA TL4361	06/01/2007	06/01/2008	EACH OCCURRENCE	$ 1000000
						DAMAGE TO RENTED PREMISES (Ea occurence)	$ 50000
						MED EXP (Any one person)	$ 5000
						PERSONAL & ADV INJURY	$ 1000000
						GENERAL AGGREGATE	$ 2000000
						PRODUCTS - COMP/OP AGG	$ 2000000
B		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	52 SBA TL4361	06/01/2007	06/01/2008	COMBINED SINGLE LIMIT (Ea accident)	1000000
						BODILY INJURY (Per person)	$
						BODILY INJURY (Per accident)	$
						PROPERTY DAMAGE (Per accident)	
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT	$
						OTHER THAN AUTO ONLY: EA ACC	
						AGG	$
		EXCESS/UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $				EACH OCCURRENCE	$
						AGGREGATE	3
							4
							$
							$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS OTH-ER	
						E.L. EACH ACCIDENT	$
						E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
C		OTHER DISHONESTY BOND	68734792	06/01/2007	06/01/2008		10000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ALL OPERATIONS, CERTIFICATE HOLDER IS ADDITIONALLY INSURED RE: 150 ROUNDTREE LANE, WATSONVILLE, CA 95076 AND 9835 NEWELL CREEK RD., BEN LOMOND, CA 95005

CERTIFICATE HOLDER

COUNTY OF SANTA CRUZ
PUBLIC WORKS DEPT
150 ROUNDTREE LANE
WATSONVILLE, CA 95076

CANCELLATION 10 Day Notice for Non-Payment of Prem

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ~~ENDEAVOR TO~~ MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, ~~BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.~~

AUTHORIZED REPRESENTATIVE SSB

© ACORD CORPORATION 1988

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ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/13/2007

PRODUCER
AU Insurance Services
PO Box 3646
Omaha, NE 68103-0646

(877)234-4420

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Bay Building Janitorial, Inc.
dba Bay Building Janitorial, Inc.
834 17th Ave
Santa Cruz, CA 95062-4123

CIL 1273 395479

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A California Insurance Co.	38865
INSURER B	
INSURER C	
INSURER D	
INSURER E	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURANCE	$
		COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurence)	$
		CLAIMS MADE / OCCUR				MED EXP (any one person)	$
		H				PERSONAL & ADV INJURY	$
						GENERAL AGGREGATE	$
		GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC				PRODUCTS - COMP/OP AGG	$
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		ANY AUTO					
		ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		SCHEDULED AUTOS					
		HIRED AUTOS				BODILY INJURY (Per accidenl)	$
		NON-OWNED AUTOS					
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURENCE	$
		OCCUR / CLAIMS MADE				AGGREGATE	$
							$
		DEDUCTIBLE					$
		RETENTION $					$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	46-007362-01-03	02/15/07	02/15/08	X WC STATU-TORY LIMITS / OTH-ER	
						E L EACH ACCIDENT	$ 1,000,000
						E L DISEASE - EA EMPLOYEE	$ 1,000,000
						E L DISEASE - POLICY LIMIT	$ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

All Operations RE: 150 Roundtree Lane, Watsonville, CA 95076 and 9835 Newell Creek Rd., Ben Lomond, CA 95005

CERTIFICATE HOLDER

County of Santa Cruz
Public Works Department
150 Roundtree Lane
Watsonville, CA, CA 95076

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES

AUTHORIZED REPRESENTATIVE Carl DeSabrio 0D78336

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