



# San Bernardino County

## Legislation Text

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**File #: 5384, Agenda Item #: 21**

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### **REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS OF SAN BERNARDINO COUNTY AND RECORD OF ACTION**

**January 11, 2022**

#### **FROM**

**JACQUELYN GREENE, Director, Preschool Services Department**

#### **SUBJECT**

Amendment to Contract with Moran Janitorial Services, LLC for Preschool Classroom Custodial Services

#### **RECOMMENDATION(S)**

Approve Amendment No. 1, effective January 11, 2022, to Contract No. 4400014354 with Moran Janitorial Services, LLC for preschool classroom custodial services and building maintenance, updating Attachment A - Scope of Work to expand services for deep cleaning due to the COVID-19 pandemic, and increasing the total contract amount by \$550,000, from \$450,000 to \$1,000,000, with no change to the contract period of June 1, 2020 through June 30, 2023.

(Presenter: Jacquelyn Greene, Director, 383-2005)

#### **COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

#### **FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The total increase of \$550,000 is 90% federally funded by the United States Department of Health and Human Services, Administration for Children and Families and 10% funded by the California Department of Education. Adequate appropriation and revenue have been included in the Preschool Services Department's (PSD) 2021-22 budget and will be included in the 2022-23 recommended budget.

#### **BACKGROUND INFORMATION**

PSD requires custodial services at all preschool locations, to maintain childcare licensing standards and remain in compliance with Health and Safety regulations. Moran Janitorial Services, LLC provides daily janitorial services for PSD sites without a custodian to meet the federal and state requirements and to be in compliance with California Health and Safety regulations.

Due to additional costs associated with the health and safety requirements of COVID-19, PSD is recommending an increase to the contract amount with Moran Janitorial Services, LLC to allow PSD to provide the necessary classroom deep cleanings due to the pandemic. Approval of Amendment No. 1 to the contract will increase the contract amount and update Attachment A - Scope of Work, expanding and delineating specified tasks required per COVID-19 guidelines for deep cleaning of PSD sites that includes stripping, sealing and waxing of hard surface flooring, and deep cleaning of carpets, restrooms, classrooms

and offices.

PSD provides Head Start, Early Head Start, and State Preschool programs that include comprehensive child development and family services comprised of education, health, nutrition, parent involvement, and psychological services for children ages 0 to 5 and their families. The overall goal of these programs is to increase the health and school readiness of disadvantaged children and increase the self-sufficiency of low-income families.

Contractor performance will be monitored by review of monthly reports and an annual visit to ensure compliance with the administrative, program, and fiscal terms and conditions of the contract. Contractor will cooperate with the County in the monitoring and evaluation and comply with any and all reporting requirements established by this Contract. Contractor charges must be for eligible services under this funded program. PSD will review the invoice and other documents remitted by the Contractor prior to payment. The County reserves the right to request additional program and/or fiscal reports to facilitate this monthly review. The term of this Contract is three years. The County may terminate the Contract without cause with 30 days written notice.

### **PROCUREMENT**

On July 8, 2020, as the result of a formal procurement, the County Purchasing Department approved Contract No. 4400014354 with Moran Janitorial Services, LLC to provide preschool classroom custodial services and building maintenance, in the amount of \$450,000 (\$150,000 annually), for the period of June 1, 2020 to June 30, 2023.

Due to the COVID-19 pandemic, Moran Janitorial Services agreed to provide expanded services for deep cleaning to prevent transmission based upon COVID-19 guidelines and California Health and Safety regulations. Pursuant to County Policy 11-04, competitive and non-competitive contracts that exceed \$200,000 annually must be approved by the Board of Supervisors.

### **REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Becky Giroux, Contracts Manager, 388-0241) on December 15, 2021; County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on December 17, 2021; Finance (Paul Garcia, Administrative Analyst, 386-8392) on December 17, 2021; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on December 20, 2021.