



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: May 22, 2018

Subject: APPROVE a contract with Contra Costa ARC to provide packet fulfillment services.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works director, or designee, to execute a contract with Contra Costa ARC, dba Commercial Support Services, in an amount not to exceed \$450,000 to provide packet fulfillment services for Print and Mail Services, for the period June 1, 2018 through May 31, 2020, Countywide.

FISCAL IMPACT:

This contract is funded 100% by Department user fees.

BACKGROUND:

California Welfare and Institute Code section 19404 ("Section 19404") gives the County the authority to purchase services from non-profit corporations who operate community rehabilitation programs and meet the criteria of Section 19404 without advertising or calling for bids, provided that the services meet the specifications and needs of the County and are purchased at a fair market price, as determined by the County.

Contra Costa ARC (CCARC) is a California 501(c)(3) non-profit corporation, doing business as Community Support Services. CCARC meets the requirements of Section 19404

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/22/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 22, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Dale Morseman,
925-646-5520

cc:

in

BACKGROUND: (CONT'D)

that: (1) the work to be performed under the contract will primarily (at least 75% of it) be performed by a labor force comprised of persons with disabilities; (2) CCARC makes elections under the federal Insurance Contributions Act to provide social security and unemployment benefits to its employees; (3) maintains Articles of Incorporation requiring that at least two directors on its Board of Directors are persons with disabilities; and (4) provides disabled employees substantially equal benefits that are provided to the CCARC's organized employees.

CCARC has a client in training/contractor relationship with its workers and provides sick time and vacation. CCARC does not commit unfair labor practices and abides by the provisions of the Federal Fair Labor Standards Act, the Walsh-Healy Public Contract Act, the Wagner O'Day Act, and the regulations of the State Division of Industrial Welfare.

For several years the Print and Mail Services Division has contracted with CCARC to fill the low-skill need of assembling informational packets (i.e. packet fulfillment services) for use by the Employment and Human Services Department (EHSD) as well as other County departments. Due to their involvement with and support of Covered California, the volume of work generated by EHSD has remained high. The number of crew members required to meet the need varies from seven to ten crew members with two supervisors.

Approval of the Contract will enable CCARC to continue to provide packet fulfillment services through May 2020.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, sublet packet fulfillment services will not be performed and the volume of work will exceed the capabilities of the existing workforce.