



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: June 8, 2021

Subject: Contract with Summit Building Services, Inc., a California Corporation, Countywide.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Summit Building Services, Inc., in an amount not to exceed \$7,500,000 to provide custodial services at various County facilities, for the period May 1, 2021 through April 30, 2024, Countywide.

**FISCAL IMPACT:**

Facilities Maintenance Budget. (100% General Fund)

**BACKGROUND:**

The Public Works Department (PWD) is responsible for the custodial needs of all County buildings. PWD is requesting a contract to provide sublet custodial services to several leased and County-owned sites. These locations are remote sites either outside of the normal routes used by County custodial staff, or sites requiring night work. Custodial Services does not have the ability to manage or oversee employees under these parameters. The locations where the contractor will perform custodial services, and the monthly cost at each location, are listed in the attached "Rate and Frequency Schedule." This is a continuation of existing policy and has no negative

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/08/2021** ☒ 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: June 8, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Derrick West, (925)  
313-7096

cc:



BACKGROUND: (CONT'D)

impact on the current custodial staff.

Government Code Section 25358 authorizes the County to contract for maintenance and upkeep of County buildings. The Request for Proposal was originally bid on Bidsync #2012-444. The Public Works Department conducted a thorough evaluation and Summit Building Services, Inc., was the vendor awarded for this contract.

The contract will have a limit of \$7,500,000 and a term of three (3) years with the option of two (2) one-year extensions and will pay for services according to the rates set forth in the contract. Summit Building Services, Inc., will be able to request rate increases equal to the rate of increase in the Consumer Price Index for the San Francisco - Oakland area as published by the Bureau of Labor Statistics, plus two percent, on each anniversary of the effective date of this Contract. Custodial Services is requesting a contract with Summit Building Services, Inc., to be approved for a period covering three years.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, custodial services with Summit Building Services, Inc., will be discontinued.