



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: November 8, 2022

Subject: APPROVE and AUTHORIZE Amendment No. 1 to the 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 amendment with Summit Building Services, Inc., effective July 1, 2022, to increase the payment limit by \$2,400,000 to a new payment limit of \$9,900,000 to provide scheduled and on-call custodial services, with no change to the term, Countywide.

**FISCAL IMPACT:**

Custodial Services Budget. (100% General Fund)

**BACKGROUND:**

The Public Works Custodial Services Division (PWD) is responsible for the custodial needs of all County buildings. This includes the use of 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 performs the services and the monthly costs are listed in the attached "Rate and Frequency Schedule." This is a continuation of the existing policy and has no negative impact on the current custodial staff. Government Code Section 25358 authorizes

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/08/2022** ☒ 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: November 8, 2022

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

By: Laura Cassell, Deputy

Contact: Derrick West, (925)  
646-2506

cc:

the County to contract for the maintenance and upkeep of County buildings.

Through the first year of this contract, at the request of the County, Summit has provided additional deep cleaning and disinfectant services for Contra Costa County COVID-19 safety efforts. As a result, these services have exhausted a large portion of the balance originally budgeted for scheduled and as-needed custodial services. PWD has ceased using this contract with Summit Building Services

### BACKGROUND: (CONT'D)

for COVID-19 disinfecting services and continues to only use it for scheduled and unscheduled custodial work. This amendment will be adding \$2,400,000 to the current contract limit of \$7,500,000. This is needed to ensure the County has access to the contractor's custodial services through the term of the contract which is set to expire on April 30, 2024.

Pursuant to the terms of the contract, the contractor has requested a rate increase 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.

### CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the County will not be able to provide payment for outstanding invoices, and scheduled custodial services will be discontinued.

### ATTACHMENTS

Rate & Frequency Schedule