



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Health System



**Date:** June 26, 2013  
**Board Meeting Date:** August 6, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Jean S. Fraser, Chief, Health System  
Lisa Mancini, Director, Aging and Adult Services  
**Subject:** Agreement with Crime Scene Cleaners, Inc.

**RECOMMENDATION:**

Adopt a Resolution authorizing an agreement with Crime Scene Cleaners, Inc., to provide specialized residential cleaning for the Public Guardian and Public Administrator Programs, for the term of July 1, 2013 through June 30, 2016, in an amount not to exceed \$350,000.

**BACKGROUND:**

Both Aging and Adult Services (AAS) Public Guardian (PG) and Public Administrator (PA) programs act under the authority and direction of the Superior Court. The PG may be appointed for the person, for the estate or for both to serve frail elder, physically disabled and mentally disabled residents who are substantially unable to provide for their own personal needs of health, food, clothing or shelter and are unable to manage their financial resources or resist fraud or undue influence. The PA shares similar responsibilities as the PG, but for decedent cases. These responsibilities include the marshaling and protecting of assets, collecting all income due, paying all just debts and representing or arranging representation in all legal matters.

**DISCUSSION:**

Due to the circumstances under which the PG and PA receive cases, there is often the need to clean out client's or decedent's real property. The majority of these houses are then sold to obtain necessary funds for the care of the conservatee or for the appropriate disbursement of decedent's assets.

In April 2013 AAS released a Request for Proposals for specialized residential clean-up services for the term July 1, 2013 through June 30, 2016. Crime Scene Cleaners, Inc., was the only responder and was selected in the process. Cleaning services include removal of animal and human waste, major scrubbing and general cleaning to prepare a

house for sale, yard cleaning and hauling of debris, identifying and protecting items of value, and disposing of non-sellable items. The cost for these services is determined by the amount of time it takes a crew of five workers and one supervisor to complete the job. Typical PG/PA jobs take from three to ten days depending on the size of the estate/job.

AAS requests your Board to authorize the Chief of the Health System or designee to execute contract amendments which modify the County’s maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

The agreement and Resolution have been reviewed and approved by County Counsel as to form. The contractor meets insurance certification requirements.

The Contractor has assured compliance with the County’s Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

This agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by providing specialized residential cleaning services which allow PG and PA staff to optimize management of real property. It is anticipated that 99% of PG and PA cases will result in no fiduciary claims.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>FY 2012-13 Estimated</b>	<b>FY 2013-14 Projected</b>
Percentage of cases managed by the Public Guardian in which no fiduciary claims were filed against the Aging and Adult Services Division	100%	99%

**FISCAL IMPACT:**

The term of the agreement is July 1, 2013 through June 30, 2016, in an amount not to exceed \$350,000. Fees are reimbursed directly from PG and PA estate assets. There is no Net County Cost. Funds for these services have been included in the AAS FY 2013-14 Recommended Budget. The payment provisions for this agreement have increased from \$123 to \$125 per crew hour.

# Request for Proposals – Matrix

<b>1</b>	Where was the RFP advertised?	Daily Journal: once on a weekday and once on a weekend
<b>2</b>	In addition to any advertisement, list others to whom the RFP announcement was sent:	N/A
<b>3</b>	State the total number of RFP's sent to prospective proposers:	Requests were downloaded from the Health System's website
<b>4</b>	How many proposals did you receive?	1
<b>5</b>	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	Crime Scene Cleaners, Inc.