



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: November 30, 2016
Board Meeting Date: December 13, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Louise Rogers, Chief, Health System
Lisa Mancini, Director, Aging and Adult Services

Subject: Amendment to Agreement with Crime Scene Cleaners

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Crime Scene Cleaners to increase the not to exceed amount by \$75,000, for a new not to exceed amount of \$175,000.

BACKGROUND:

Aging and Adult Services' (AAS) Public Administrator (PA) and Public Guardian (PG) programs act under the authority of the Superior Court to care for conserved individuals who are deemed by the court to be unable to care for themselves and to dispose of the assets of both conserved clients and decedents' estates. These responsibilities include managing and protecting assets, collecting income due, paying debts, and arranging for legal representation when warranted.

The PA and PG often receive cases where there is a need to clean out a client's or decedent's residence to prepare the real property for sale. The condition of the properties can vary from requiring very little cleaning to intense cleaning. Properties must be prepared and released for sale on timelines set by the Superior Court.

DISCUSSION:

Crime Scene Cleaners was selected as the vendor for property cleaning from an RFP in April 2013. AAS entered into an agreement with Crime Scene Cleaners for the term July 1, 2013 through June 30, 2016 in the amount of \$350,000.

In July 2016, AAS entered into a new six-month contract with Crime Scene Cleaners to allow time for a new RFP to be completed. Based on an evaluation of existing data, it was anticipated that costs for property cleaning services would be unlikely to exceed \$100,000 during this six-month period. However, the revised projected property

cleaning expense for the six-month period is now anticipated to be \$175,000 and AAS is seeking to amend the contract to increase the not to exceed amount by \$75,000 for a new not to exceed amount of \$175,000. This increase is due to the need to expedite several large property clean-outs assigned for November and December that were not originally anticipated.

AAS has completed the RFP for property cleaning services and a new contract will be presented for Board approval in January 2017 for the contract period of January 1, 2017 to December 31, 2020.

County Counsel has reviewed and approved the agreement and resolution as to form.

The Health System 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 services so long as the modified term or services is/are within the current or revised fiscal provisions.

This amendment contributes to the Shared Vision 2025 outcome of a Healthy Community by providing specialized residential cleaning services, which allow the PA and PG staff to optimize management of real property as required by the Courts. It is anticipated that 100% of cases managed by the PA and PG will incur no net cost to the County, in the form of filed claims.

PERFORMANCE MEASURE(S):

Measure	FY 2015-16 Actual	FY 2016-17 Projected
Percentage of cases managed by the PA and PG in which there is no net cost to the County in claims filed against AAS	100%	99%

FISCAL IMPACT:

The term of the revised agreement is July 1, 2016 through December 31, 2016. The amount of the agreement is not to exceed \$175,000. The amendment increases the contract by \$75,000. There is no Net County Cost for these services because these costs are reimbursed from the client's or decedent's PA and PG funds. Funds for these services have been included in the AAS FY 2016-17 Adopted Budget.