



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: December 14, 2016
Board Meeting Date: February 28, 2017
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: Agreement with Crime Scene Cleaners, Inc.

RECOMMENDATION:

Adopt a resolution authorizing an agreement with Crime Scene Cleaners, Inc. to provide specialized residential property cleaning services for conserved clients of the Public Guardian and decedent estates of the Public Administrator, for the term January 1, 2017 through June 30, 2020, in an amount not to exceed \$700,000.

BACKGROUND:

San Mateo County Public Guardian (PG), through the Aging and Adult Services (AAS) Public Guardian program, acts pursuant to the California Probate Code to provide personal and financial protection for conserved individuals who are determined by the Superior Court to be unable to care for themselves and their financial affairs. These responsibilities include managing and protecting assets, collecting income due, paying debts, pursuing, defending and compromising claims, and similar matters.

The San Mateo County Public Administrator (PA), through the AAS Public Administrator program, acts pursuant to the California Probate Code to administer the estates of, among others, certain owners of real property within San Mateo County who die without an executor or administrator under the jurisdiction of the Superior Court.

The PG regularly handles cases requiring the sale of real property in order to provide funds for the ongoing care needs of a conserved person, and the PA regularly handles cases requiring the liquidation of estate assets that includes the sale of real property. Such cases typically require the real property be cleaned in preparation for sale. The condition of the properties can range from requiring minor to intense cleaning.

In 2013, Crime Scene Cleaners, Inc. was selected to provide specialized residential cleaning services through a Request for Proposal (RFP) process conducted by AAS.

The contract term was July 1, 2013, through June 30, 2016. On July 12, 2016, a new contract for the term July 1, 2016 through December 31, 2016 in an amount not to exceed \$100,000 was approved by the AAS Director to allow AAS enough time to complete an RFP. On December 13, 2016, your Board approved an amendment to this agreement to add \$75,000, due to an unanticipated increase in the number of properties requiring cleaning.

DISCUSSION:

In September 2016, AAS released an RFP for specialized residential cleaning services. Crime Scene Cleaners, Inc. was the only responder and was selected in the process. The vendor has performed well over the past three years and has agreed to decrease the hourly work rate from \$125/hour to \$100/hour for the new contract term of January 1, 2017, through June 30, 2020.

County Counsel has reviewed and approved the agreement and resolution as to form. The County's Contract Compliance Committee has approved a waiver request for a 42-month term for this agreement.

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 agreement 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 the number of claims filed against the County for loss or misappropriation will be zero.

PERFORMANCE MEASURE(S):

Measure	FY 2015-16 Actual	FY 2016-17 Projected
Number of claims filed against the County for loss or misappropriation	0	0

FISCAL IMPACT:

The term of the agreement is January 1, 2017 through June 30, 2020. The amount of the agreement is not to exceed \$700,000. Funds for these services have been included in the AAS FY 2016-17 Adopted Budget. Similar arrangements will be made for future budget years. The payment provisions for this agreement differ from those of the previous agreement due to an hourly rate reduction from \$125/hour to \$100/hour.

Residential specialized property cleaning costs are reimbursed from the client or decedent's funds, typically from the proceeds of the sale of the subject real property. As a result, there is no Net County Cost for these services.

Request for Proposals – Matrix

1	Where was the RFP advertised?	Public Purchase SMC Health System Internet Home Page AAS Health System Internet Home Page
2	In addition to any advertisement, list others to whom the RFP announcement was sent:	N/A
3	State the total number of RFP's sent to prospective proposers:	One
4	How many proposals did you receive?	One
5	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	Crime Scene Cleaners, Inc.