



County of San Mateo

Inter-Departmental Correspondence

Department: HEALTH

File #: 23-1002

Board Meeting Date: 12/12/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Louise F. Rogers, Chief, San Mateo County Health
Lisa Mancini, Director, Aging and Adult Services

Subject: Agreement with Crime Scene Cleaners, Inc. for Specialized Residential Property Cleaning

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 of January 1, 2024, through December 31, 2026, in an amount not to exceed \$500,000.

BACKGROUND:

The San Mateo County Public Guardian (PG), a unit within Aging and Adult Services (AAS), acts pursuant to the California Probate Code to provide personal and financial protection for individuals whom the Superior Court determines are unable to care for themselves and their financial affairs. The PG's responsibilities include managing and protecting assets, collecting income, paying expenses, and making housing and medical decisions for clients.

The San Mateo County Public Administrator (PA), a division of AAS, acts pursuant to the California Probate Code and under the jurisdiction of the Superior Court to administer the estates of San Mateo County residents who die without an executor or administrator.

Both the PG and PA regularly handle cases requiring the sale of real property in order to fund a conservatee's care or liquidate estate assets. The properties typically need to be cleaned in preparation for sale. The condition of the properties can range from requiring minor to intensive cleaning.

In 2020, AAS selected Crime Scene Cleaners, Inc. to provide specialized residential cleaning services through a Request for Proposal (RFP) process. The contract term was July 1, 2020, through June 30, 2023. The existing contract was extended for six months through December 31, 2023, because the next RFP was not issued until Fall 2023.

DISCUSSION:

In September 2023, AAS released an RFP for specialized residential cleaning services. Crime Scene Cleaners, Inc. was one of two responders and was selected by a panel of representatives from AAS’s Administrative and Financial Services, Estate Management, and Public Guardian units. This vendor has previously provided excellent service. The new contract term is from January 1, 2024, through December 31, 2026.

The County Attorney’s Office has reviewed and approved the agreement and resolution as to form.

The resolution contains the County’s standard provisions allowing amendment of the County fiscal obligations by a maximum of \$25,000 (in aggregate).

It is anticipated that the number of claims filed against the County for loss or misappropriation will be zero.

PERFORMANCE MEASURE:

Measure	FY 2023-24 Estimated	FY 2024-25 Projected
Percentage of time that deliverables as quoted are completed within agreed upon time period and meet expectations specified by estimate	98%	98%

FISCAL IMPACT:

The term of the agreement is January 1, 2024, through December 31, 2026. The amount of the agreement is not to exceed \$500,000 for the three-year term.

Funds for these services have been included in the AAS FY 2023-24 Adopted Budget. Similar arrangements will be made for future budget years.

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.