



County of San Mateo

Inter-Departmental Correspondence

Department: HEALTH

File #: 20-464

Board Meeting Date: 6/30/2020

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 July 1, 2020 through June 30, 2023, in an amount not to exceed \$700,000.

BACKGROUND:

The San Mateo County Public Guardian (PG), a division of 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 intense cleaning.

In 2016, AAS selected Crime Scene Cleaners, Inc. to provide specialized residential cleaning services through a Request for Proposal (RFP) process. The contract term was January 1, 2017, through June 30, 2020.

DISCUSSION:

In March 2020, AAS released an RFP for specialized residential cleaning services. Crime Scene Cleaners, Inc. was the only responder and was selected by a panel including a Deputy PG, a representative from the AAS Estate Management Unit, and a Deputy County Counsel.

The vendor has provided excellent service in the past. The new contract term is from July 1, 2020 to June 30, 2023.

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

San Mateo County Health requests that the Board authorize the Chief of San Mateo County Health or designee to prepare and 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.

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

PERFORMANCE MEASURE:

Measure	FY 2020-21 Projected	FY 2021-22 Projected
Number of claims filed against the County for loss or misappropriation	0	0

FISCAL IMPACT:

The term of the agreement is July 1, 2020, through June 30, 2023. The amount of the agreement is not to exceed \$700,000.

Funds for these services have been included in the AAS FY 2020-21 Recommended 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.