

Agenda Report

File #: 2020-1078, **Version:** 1

FROM: James D. Herberg, General Manager
Originator: Rob Thompson, Assistant General Manager

SUBJECT:

EXTENSION OF COVID-19 DISINFECTING JANITORIAL SERVICES

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Approve a Sole Source Purchase Order Contract Change Order to Contract P.O. 134070-OS with Gamboa Services, Inc. DBA Corporate Image Maintenance, extending the COVID-19 disinfecting janitorial services at Plant No. 1 and Plant No. 2, from August 1, 2020 through January 31, 2021, for a total change order amount not to exceed \$140,400, total Purchase Order contract amount not to exceed \$236,250.

BACKGROUND

In March 2020, the Orange County Sanitation District (Sanitation District) implemented special disinfecting janitorial services based on guidelines from the Centers for Disease Control and Prevention (CDC) related to the coronavirus pandemic (COVID-19) outbreak for a not to exceed price of \$40,500. Surface disinfection is a critical service to protect Sanitation District employees by reducing potential exposure to COVID-19 and promoting business continuity. Gamboa Services, Inc. DBA Corporate Image Maintenance was sole sourced because they had staff familiar with the treatment plant sites and facilities, and maintained all the insurance and training requirements to immediately provide services.

As the scope and longevity of the COVID-19 pandemic became clearer in May, it became necessary to provide additional cleaning services for night shift and weekend personnel and to extend the contract through July 2020. Additional change orders were issued under the General Managers authority for a total current contract value of \$95,850.

The current COVID-19 disinfecting service contract provides daily disinfection to frequently contacted surfaces seven days per week including the night shift work hours. The current disinfection contract was approved by the General Manager and expires July 31, 2020. The need for these critical disinfection services will be necessary for the foreseeable future.

RELEVANT STANDARDS

- 24/7/365 treatment plant reliability

- Commitment to safety & reducing risk in all operations
- Provide a safe and collegial workplace

PROBLEM

The COVID-19 disinfecting janitorial service is schedule to expired July 31, 2020. Discontinuing these services will increase the risk of COVID-19 transmission to staff and visitors and hamper critical staffing of the facilities.

PROPOSED SOLUTION

Extend the existing COVID-19 disinfecting janitorial service contract from August 1, 2020 through January 31, 2021 with Corporate Image Maintenance. Due to the uncertainty of the COVID-19 outbreak, the Sanitation District is looking to extend the existing COVID-19 disinfecting janitorial services to protect employees and reduced potential exposure to COVID-19. Using the same contractor for janitorial and disinfection services improves coordination of service delivery and site access coordination.

The normal janitorial services contract expires January 31, 2021. The disinfection services are being incorporated into the regular janitorial services contract which will begin the bidding process in August 2020, with services starting February 1, 2021.

TIMING CONCERNS

Due to the uncertainty of COVID-19 outbreak and the expiration of the existing COVID-19 disinfecting janitorial services contract with Corporate Image, it is vital that these services be extended to protect staff and visitors.

RAMIFICATIONS OF NOT TAKING ACTION

Failure to act to secure COVID-19 disinfecting janitorial services could potentially lead to employee exposure to COVID-19 which may affect the Sanitation District's ability to provide continuous critical wastewater treatment and recycling services.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

N/A

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of the Sanitation District's Purchasing Ordinance. This recommendation would be funded under the Professional and Contractual Service line item for Operations and Maintenance Department (Proposed Budget Fiscal Year 2020-21). The proposed budget funding is sufficient for this action.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
07/22/2020	\$236,250	N/A

ATTACHMENT

The following attachment(s) may be viewed on-line at the OCSD website (www.ocsd.com) with the complete agenda package:

N/A

RM:dh:ab:qc