



# Monterey County

**Item No.**

## Board Report

Board of Supervisors  
Chambers

168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: 20-949**

**December 01, 2020**

**Introduced:** 11/10/2020

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to extend the term and increase the Not to Exceed amounts for Countywide Service Agreements (CSA's) for language translation, security, HVAC, and Human Resources services, as identified in Attachment A, for an additional six (6) months, to expire no later than June 30, 2021.

**RECOMMENDATION:**

- a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to extend the term and increase the Not to Exceed amounts for Countywide Service Agreements (CSA's) for language translation, security, HVAC, and Human Resources services, as identified in Attachment A, for an additional six (6) months, to expire no later than June 30, 2021.

**SUMMARY/DISCUSSION:**

The CSA's in the spreadsheet have been in place for a period of five (5) years and have reached the end of terms without any options for extension. Extending the term and amounts of these services will enable the County to ensure continuity of business, while Contracts/Purchasing begins a formal solicitation process. Due to the COVID-19 response it was necessary for the—Contracts/Purchasing Division to focus resources on the activation of the Logistics section. During this time, several Countywide Service Agreements (CSA's) have reached end of terms and now require amendments to extend for an additional period of six (6) months. This will allow Contracts/Purchasing Division the opportunity to complete formal solicitations in collaboration with various County departments that determine the eventual selection of awarded contractors. In addition, five (5) CSA's require additional funds during this six (6) month period to ensure continual service.

The following County Departments are in need of these services: Human Resources, Sheriff, Probation, Health, DSS, NMC, RMA, Library, Clerk of the Board, IT, Ag Commissioner, Water Resources, CAO, Elections, and Public Defender to name. On a case-by-case basis, departments will determine the need of these services and initiate services with an approved contractor on the Countywide Service Agreement List. The County of Monterey does not guarantee a minimum of maximum dollar value to any of the Agreements.

Services to be amended are listed in Attachment A. Each Agreement will remain on the County Service Agreement List, eliminating the need for each County department to execute separate amendments.

Legistar File Number: 20-949

---

**OTHER AGENCY INVOLVEMENT:**

County Counsel and Auditor-Controller have reviewed and approved as to form.

**FINANCING:**

Funds for these services are contained within the approved budget allocations of the department utilizing the services. Expenditures will depend on the actual services requested by the County.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

*These actions will help ensure the timely provision of necessary services to all County Departments.*

Mark a check to the related board of Supervisors Strategic Initiatives

Economic Development

Administration

Health & Human Services

Infrastructure

Public Safety

Prepared by: Tom Skinner, Management Analyst III

DocuSigned by:

*W.T. Skinner*

30F2300D718745F...

Approved by: Dewayne Woods, Assistant County Administrative Officer

DocuSigned by:

*Dewayne Woods*

81F4FA8F23AF46D...

Attachment:

1. ATTACHMENT A - COUNTYWIDE SERVICE AGREEMENTS TO BE AMENDED