

**Bleisch, Jacqueline C. x7569**

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**From:** Laird, Sam x4749  
**Sent:** Monday, July 28, 2014 3:38 PM  
**To:** Bleisch, Jacqueline C. x7569  
**Subject:** MARINA LIBRARY & ADMIN & Castroville Library

Hi Jackie,

I apologize for my late response. I'm waiting to hear back on the additional costs to add x3 more days to Castroville, for a total of x5 days per week.

We did fine on our own for Aromas and Pajaro and I haven't received any email regarding either.

How do you want to move forward with Marina? I think you're exactly right. ABM had bid it at 11,000 square feet, when both buildings actually total 25,000 square feet.

The error in the square footage total was not discovered until last week. The current bid price, based on 11,000 square feet, five times a week is \$1,705.

Adding 14,000 square feet would be an additional \$2,170 per month, at \$0.155 per square foot. Total monthly cost would be \$3,902. That's what x5 days a week would cost. I'm not sure if it's wise to change the frequency from x5 days per week. I'm not sure what your appropriation was for 6251 Cleaning & Janitorial.

How do you want to proceed with this? Firato starts August 1. I'm available via phone, I'll be over at the CID Building in Marina at 11 am tomorrow to take pictures of the new Grand jury members, would you like me to come by after, or do this via email? Up to you, let me know. I apologize for not catching that error earlier.

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**From:** Bleisch, Jacqueline C. x7569  
**Sent:** Tuesday, July 22, 2014 2:43 PM  
**To:** Laird, Sam x4749  
**Subject:** RE: Castroville Library

Thank you for the heads up Sam. It appears that we have a bunch of appropriations in our budget that needs adjusting. Hopefully we could put it out all together in one Board order, if needed, unless we could figure out ways to work around the already approved budget. Maybe you and I can communicate or have a meeting to discuss the changes you stated below.

The main thing for now is to meet the needs of the Castroville Library. Thanks for considering 5 days.

(On a side note, no wonder ABM's services were the way they were...you get what you pay for, right?)

Also...on a separate subject, I apologize that no one from the Library Staff of Aromas and Pajaro showed up for the walkthroughs. I requested both Tammy DelConte and Jose Antonio Gonzalez to email you of any information that they may think is essential for the janitorial group to know...so just a heads up in case you get an email.

Thanks.

*Jackie C. Bleisch*

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**From:** Laird, Sam x4749  
**Sent:** Tuesday, July 22, 2014 1:10 PM  
**To:** Bleisch, Jacqueline C. x7569  
**Subject:** RE: Castroville Library

Hi Jackie,

We discovered a number of things we need to amend through the new RFP and the walkthroughs. Frequency came up a lot. We had frequency listed on the sheet the contractor's bid on, but have been told by occupants that the actual frequency is different, just like Castroville. I'm in the process of amending a number of sites and can add 5 days a week to Castroville.

There's another issue I was getting ready to send you as well. Library Admin & actual library in Marina was listed at 11,000 square feet. The total is actually 25,000 square feet, so I'll be amending this amount as well. Adding 14,000 square feet at \$0.155 per square foot will increase your janitorial costs by an additional \$2,170 per month.

I don't believe the actual amount has ever been correct. I put ABM on probation a few years back, when I was working with Burt to address a number of janitorial issues. We discovered ABM was billing the equivalent of \$0.06 per square foot, when the industry standard was \$0.14 – 0.15 per square foot at the time.

This has been an issue well before you came on board. You and I will need to work this out in a way that will have the least amount of disruption to your budget.

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**From:** Bleisch, Jacqueline C. x7569  
**Sent:** Tuesday, July 22, 2014 12:39 PM  
**To:** Laird, Sam x4749  
**Subject:** Castroville Library  
**Importance:** High

Hi, Sam. It was pointed out to me by the Castroville Branch Library Manager that his branch is only assigned 2 days per week of janitorial service, based on the current spreadsheet. I am not sure how the set up was in the past and Sam, I apologize for not bringing this up earlier.

Our Castroville Branch is comparable in size to the other bigger branches – KC, GF, MA that are assigned 5 days per week. Is there any way this could be changed to 5 days? My hunch is that the Castroville Library was being attended to 5 days. Maybe it is just a clerical error that 2 days was put in the spreadsheet.

Please let me know. At the rate this library is being used, especially the restrooms, 2 days is certainly not sufficient.

Thanks.

*Jackie C. Bleisch*

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