



Legislation Details (With Board Report)

**File #:** 13-0668      **Name:** Renewals to Extend & Increase Amt to Master Agreements - 2013  
**Type:** General Agenda Item      **Status:** Passed  
**File created:** 6/14/2013      **In control:** Board of Supervisors  
**On agenda:** 7/9/2013      **Final action:** 7/9/2013

**Title:** a. Approve and authorize the Contracts/Purchasing Officer to execute renewal agreements extending the term for each of the agreements listed on the attached list of Master Agreements that are due to expire on June 30, 2013, extending each agreement through December 31, 2013, in accordance with the terms and conditions set forth within each original Agreement to allow the Contracts/Purchasing Division the time necessary to re-bid the services; and  
b. Approve increases for only those Professional Services identified in the attached list of Master Agreements in the amounts not to exceed as shown for each of those services to continue funding those services through December 31, 2013.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. List of Master Agreements Renewals - Attachment - 2013, 2. Carpet Installation Services - Agreements - 07-09-13, 3. Custodial Maintenance Services - Agreements - 07-09-13, 4. Human Resources Services - Agreements - 07-09-13, 5. Landscaping Services - Agreements - 07-09-13, 6. Locksmith Services - Agreements - 07-09-13, 7. Painting Services - Agreements - 07-09-13, 8. Plumbing Services - Agreements - 07-09-13, 9. Tree Pruning and Removal Services - Agreements - 07-09-13, 10. Window Washing Services - Agreement - 07-09-13, 11. Completed Board Order

| Date     | Ver. | Action By            | Action   | Result |
|----------|------|----------------------|----------|--------|
| 7/9/2013 | 1    | Board of Supervisors | approved |        |

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b. Approve increases for only those Professional Services identified in the attached list of Master Agreements in the amounts not to exceed as shown for each of those services to continue funding those services through December 31, 2013.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

a. Approve and authorize the Contracts/Purchasing Officer to execute renewal agreements extending the term for each of the agreements listed on the attached list of Master Agreements that are due to expire on June 30, 2013, extending each agreement through December 31, 2013, in accordance with the terms and conditions set forth within each original Agreement to allow the Contracts/Purchasing Division the time necessary to re-bid the services; and  
b. Approve increases for only those Professional Services identified in the attached list of Master Agreements in the amounts not to exceed as shown for each of those services to continue funding those services through December 31, 2013.

SUMMARY/DISCUSSION:

The request to renew the attached list of Master Agreements is necessary to allow the Contracts/Purchasing Division staff the time required to process the services listed on the attachment through the release of new Requests for Proposals (RFPs). These services were officially bid out five years ago under previous RFPs, and it is the preference and practice of the Contracts/Purchasing Officer to re-bid these types of services on an average of every five years to ensure that the County is receiving the best services at the best possible rates. This allows the County to remain competitive in the market place. Services are provided on an on-call basis under a task order process between the requesting department of the County and the Contractor, on a time and material basis. The renewal of these Master Agreements will eliminate the need for separate agreements for each County department. Copies of the original Agreements and the approved Professional Services amounts for each service are on file with the Clerk of the Board.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the proposed renewal agreements as to form. The Auditor-Controller's Office and Risk Management have approved the original Master Agreements as to fiscal and risk provisions.

FINANCING:

Expenditures will depend on the actual services requested by each requesting County department and would be covered within the approved fiscal budget for each department. Recommended actions will have no impact on the General Fund.

Approved by:

Michael Derr  
Contracts/Purchasing Officer

Approved by:

Lew Bauman  
County Administrative Officer

Prepared by:

Debra Bayard  
Deputy Purchasing Agent

Attachment: List of Master Agreements Renewals