



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 25-548

August 19, 2025

Introduced: 7/22/2025

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Approve and authorize the Library Director or their designee to execute a one-year agreement with Branch's Janitorial Service, Inc. with a retroactive term of July 1, 2025, to June 30, 2026, to provide Janitorial Services for the Carmel Valley Library in a not-to-exceed amount of \$11,700

RECOMMENDATION:

Approve and authorize the Library Director or their designee to execute a one-year agreement with Branch's Janitorial Service, Inc. with a retroactive term of July 1, 2025, to June 30, 2026, to provide Janitorial Services for the Carmel Valley Library in a not-to-exceed amount of \$11,700

SUMMARY:

This item is to approve a retroactive contract for janitorial services for the Carmel Valley Library (65 W. Carmel Valley Rd.).

DISCUSSION:

Library facilities all have routine janitorial services to keep public and staff areas clean. This includes public and staff restrooms, emptying trash, cleaning floors, stocking paper supplies, and other services.

Due to the location of some branch libraries, the County's master agreements are not always the most cost effective or efficient option for securing these services. Branch's Janitorial Service has provided janitorial services for the Carmel Valley Library for many years, and their pricing is below that of other companies on current County master agreements. Both the branch library and administrative staff are satisfied with the service.

This contract is retroactive to July 1 due to examination of costs against the other services covered under the master agreements and contracting time with the vendor. Services could not be discontinued during the interim period due to the need to keep libraries clean.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the Agreement as to form. The Office of the Auditor-Controller has reviewed and approved as to fiscal provisions.

FINANCING:

The cost for this contract is anticipated and paid from the Monterey County Free Libraries operational budget, and will not impact the General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Library facilities are heavily used by the public, including use of public restrooms. Clean, safe, and serviced public facilities are crucial to effective public access to library services.

- ☐ Economic Development
- ☐ Administration
- ☒ Health & Human Services
- ☐ Infrastructure
- ☒ Public Safety

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Approved by: Hillary Theyer, Library Director, 831-883-7566

Attachments: