

**WHATCOM COUNTY
ADMINISTRATIVE SERVICES**
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ROB NEY
Project & Operations Manager

MEMORANDUM

TO: Satpal Singh Sidhu, County Executive

FROM: Rob Ney, Project & Operations Manager

RE: Contract – Custodial Services - Amendment

DATE: November 17, 2020

Enclosed for your review and signature is the Contract Amendment #7 between Whatcom County and Action Cleaning Services for the purpose of providing custodial services for eight of Whatcom County's satellite buildings also to include Sheriff Laurel Street station and WUECC and extra Covid-19 sanitization.

▪ **Background and Purpose**

Whatcom County utilizes contract custodial services for most satellite buildings. Prior to the economic downturn of 2009, these services were provided by Whatcom County staff.

A contract was put in place for the 2020 calendar year, and pre-Covid. The non Covid activities on this contract are anticipated to fall within the original scope and contracted amount (Covid expenses have been tracked separately). Facilities Management increased the overall contract in June to account for the additional Covid expenses. That increase was for \$15,000. It was not known at that time if that amount was going to cover future Covid expenses.

Covid expenses include: 1) EOC cleaning, which included mid-day cleaning during the height of the EOC emergency, 2) Mid-day cleaning at open offices for several months during the pandemic, and upon request, 3) Special Cleanings upon request should a staff member go home sick with Covid symptoms, and other Covid related additional work.

This contract amendment #7 is for additional funding for the custodial services to continue with the COVID-19 sanitizing cleaning effort through the end of December 31, 2020. Facilities Management intends to advertise and solicit bids for contract custodial services for the 2021 calendar year.

This amendment also corrects the amount for the WUECC & Sheriff's Laurel Street Office for the first three months of the year not included in previous amendments. (\$3,667.80)

- **Funding Amount and Source**

The additional funding needed for this amendment is \$50,667.80 for a new contract total of \$986,500.62

The Contracted custodial services were approved in the 2019-2020 budgets in the amount of \$168,888.00/year. Sheriff's Office budget covers the cost of the Laurel Street Station and WUECC. Facilities Management will cover the cost of the COVID-19 costs and seek reimbursement when appropriate.

- **Differences from Previous Contract**

This project is a one-time agreement.

Please contact Rob Ney at extension 5365, if you have any questions or concerns regarding the terms of this agreement.

Enclosures