

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: AUGUST 8, 2017
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: Agenda Item #5: Approval of Contract for Janitorial Services at 1170 West Third Street for the period August 24, 2017 through June 30, 2018

RECOMMENDATION:

Staff recommends that the Commission continue the consideration of its approval of contract for janitorial services for the new LAFCO office located at 1170 West Third Street to the September 20, 2017 hearing.

BACKGROUND:

The move to the new LAFCO office at the San Bernardino Train Depot has prompted the need for janitorial services as this is not a part of the current lease agreement with SBCTA.

As soon as LAFCO staff moved into the new office space, the need for janitorial services was necessary. Therefore, LAFCO staff immediately requested interim janitorial services from the company that currently provides the service throughout the Depot, while the Commission considers contracting with a company on a regular basis.

LAFCO staff contacted several companies to provide quotes for janitorial services. To date, staff received only two quotes from a couple of the prospective vendors. In order to get competitive pricing and to adhere to the County's procurement policies, LAFCO staff is requesting continuance of the item in order to have more time to get additional quotes.

Therefore, staff is recommending continuance of the item to the September hearing.