



# COUNTY of VENTURA

GENERAL SERVICES AGENCY  
**David J. Sasek, P.E.**  
Agency Director

**Craig Clutts, P.E., CEM**  
Chief Deputy Director  
Facilities & Materials

**Cliff Chroust, CPPO**  
County Chief Procurement Officer  
Deputy Director

**Greg Bergman, CPA**  
Administrative Services Director

**Christopher Melton, M.L.T.M.**  
Fleet Services Deputy Director

**J. Colter Chisum, P.E.**  
Parks Department Deputy Director

April 29, 2025

County of Ventura Board of Supervisors

**Subject: Approval of Increases in the Dollar Amounts of Prior Authorization for the Purchasing Agent to Enter into 30 Annual Service Agreements and Authorization for the Purchasing Agent to Enter Five Additional Annual Service Agreements for Fiscal Year 2024-2025 for a Total Increase of \$7,086,000; Authorization for the Purchasing Agent or their Designee to Increase the Amount of Each Annual Service Agreement Authorized for Fiscal Year 2024-2025 by an Additional 15 Percent. (Levine Act Item.)**

**Recommendations:**

1. Approve increase in the dollar amounts of your Board's prior authorization for the Purchasing Agent or their designee to enter into 30 annual service agreements with certain vendors for Fiscal Year 2024-2025 by a total increase of \$5,386,000 as set forth in the attached Exhibit 1 to cover projected usage through the remainder of Fiscal Year 2024-2025 for the following services: Architect/Engineering, Facility Construction and Building Maintenance; Information Technology Services, Landscape/Fire Hazard Abatement/Street Sweeping; Miscellaneous Services.
2. Authorize the Purchasing Agent or their designee to enter into an annual service agreement with RRM Design Group for architectural services in the Total Amount of \$300,000 for Fiscal Year 2024-2025.
3. Authorize the Purchasing Agent or their designee to enter into an annual service agreement with ACCO Engineered Systems Inc. for improvement projects, general construction services, heating, ventilation and air conditioning services (HVAC) in the Total Amount of \$300,000 for Fiscal Year 2024-2025.
4. Authorize the Purchasing Agent or their designee to enter into an annual service agreement with TAIT Environmental Services Inc. for fuel site maintenance and repair services in the Total Amount of \$350,000 for Fiscal Year 2024-2025.

5. Authorize the Purchasing Agent or their designee to enter into an annual service agreement with Fourest Tree Service Inc. for irrigation maintenance and landscaping service in the Total Amount of \$450,000 for Fiscal Year 2024-2025.
6. Authorize the Purchasing Agent or their designee to enter into an annual service agreement with Cleaner Streets LLC to provide flagging services in the Total Amount of \$300,000 for Fiscal Year 2024-2025.
7. Authorize the Purchasing Agent or their designee to increase the amount of each annual service agreement authorized for Fiscal Year 2024-2025 as set forth in Exhibit 2 by an additional 15 percent.

**Fiscal Impact:**

Agencies/departments are responsible for ensuring that sufficient appropriations are included in their respective adopted budgets prior to requests for purchases.

**Discussion:**

Prior to the start of the current fiscal year, the General Services Agency Procurement Services Division reviewed existing contracts and agreements and held discussions with affected departments, as needed, to make projections concerning the demand and expenditures for services. Those projected expenditures were reflected in the dollar amounts of the annual service agreements for fiscal year 2024-2025 that your Board authorized on June 18, 2024, agenda item No. 22. Staff is requesting updates to the authorized annual service agreement amounts because it appears that expenditures for the specified vendors will exceed the approved limits. In addition, staff is requesting authorization for five additional annual service agreements for Fiscal Year 2024-2025. Such agreements will only be used for small improvement, construction or repair projects and not subject to bidding requirements. The currently requested updates are set forth in Exhibit 1.

Authorization is requested for the Purchasing Agent to be able to amend the Fiscal Year 2024-2025 agreements to increase the annual not-to-exceed amount listed in Exhibit 2 for each vendor by up to an additional fifteen percent (15%) to account for increased service levels, short-term or emergency work, or for negotiated price adjustments relating to services levels and California Minimum Wage, Ventura County Living Wage adjustments, or other inflationary causes.

**Strategic Plan:**

The item in this Board letter supports the priority of the County Strategic Plan of responsible and efficient use of public funds by authorizing the expenditures to support County agencies.

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This item has been reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel. If you have any questions regarding this item, please contact Cliff Chroust at (805) 654-3718.



David J. Sasek, P.E.  
Director

Exhibit 1 – Annual Service Agreements Vendor Listing-Update #3  
Exhibit 2 – Description of Services

ec: Cliff Chroust, General Services Agency, County Chief Procurement Officer