



COUNTY of VENTURA

GENERAL SERVICES AGENCY
Craig Clutts, P.E. CEM
Interim Agency Director

Dave Barley, CPP
Interim 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

June 18, 2024

Board of Supervisors
County of Ventura
800 South Victoria Avenue
Ventura, CA 93009

SUBJECT: Authorization for the Purchasing Agent and Purchasing Agent's Designee to Enter into 193 Annual Service Agreements in Excess of \$200,000 for Fiscal Year 2024-2025 for the Following Services: Advertising, Architect/Engineering, Aviation Support, Facility and Building Maintenance and Small Repairs, Information Technology, Landscape/Fire Hazard Abatement/Street Sweeping, Miscellaneous, Risk Management, Hazard Material Disposal, and Telecommunications; Authorization for the Purchasing Agent to Increase or Decrease the Individual Contract Amounts for the Information Technology Services Department's Professional Support Services Throughout the Year, Not to Exceed the Projected Combined Total of \$12,350,000; Authorization for the Purchasing Agent to Increase or Decrease the Individual Contract Amounts for Liability Attorney Services Throughout the Year, Not to Exceed the Projected Combined Total of \$5,750,000; Authorization for the Purchasing Agent to Increase or Decrease the Individual Contract Amounts for Aviation Support Services Throughout the Year, Not to Exceed the Projected Combined Total of \$4,645,000; Authorization for the Purchasing Agent Amend the Listed Contracts, Provided the Amendments Do Not Increase the Amount of Any Individual Agreement by More than 15 Percent. Authorization for the Purchasing Agent to Sign: Amendment No. 18 to Contract 6979 with Mesa Energy Systems, Inc. for HVAC Maintenance Services, Extending the Term to June 30, 2025, and Amendment No. 26 to Contract 6735 with Universal Building Management, LLC for Custodial Maintenance Services, Extending the Term to June 30, 2025, and Increasing the Contract Amount for the Extended Term to \$450,000.

RECOMMENDATIONS:

Authorize the County Purchasing Agent or the Purchasing Agent's designee to:

1. Enter into 193 annual service agreements in excess of \$200,000 each for Fiscal Year (FY) 2024-2025 with the vendors, and in the amounts, listed in Exhibit 1 for the following services: Advertising, Architect/Engineering, Aviation Support, Facility and Building Maintenance and Small Repairs, Information Technology, Landscape/Fire Hazard Abatement/Street Sweeping, Miscellaneous, Risk Management, Hazard Material Disposal, and Telecommunications;
2. Increase or decrease the individual contract amounts for the Information Technology Services Department's professional support services contracts listed in Exhibit 1, provided the combined total of all such contracts does not exceed the projected combined total of \$12,350,000;
3. Increase or decrease the individual contract amounts for the liability attorney services contracts listed in Exhibit 1, provided the total amount of such contracts does not exceed the projected combined total of \$5,750,000; and
4. Increase or decrease the individual contract amounts for the aviation support services listed in Exhibit 1, provided the total amount of such contracts does not exceed the projected combined total of \$4,645,000.
5. Amend the agreements listed in Exhibit 1 provided all such amendments do not increase the annual not-to-exceed amount for any agreement as shown in Exhibit 1 by more than 15 percent.
6. Sign Amendment No. 18 (attached as Exhibit 3) to Contract 6979 with Mesa Energy Systems, Inc. for HVAC maintenance services, extending the term to June 30, 2025.
7. Sign Amendment No. 26 (attached as Exhibit 4) to Contract 6735 with Universal Building Management, LLC for custodial maintenance services, extending the term to June 30, 2025, and increase the contract amount for the extended term to \$450,000.

FISCAL/MANDATES IMPACT:

Master Service Agreements set the price and other terms and conditions for specific services provided by each of the vendors listed in the Requested Vendor Funding report for FY 2024-2025 (Exhibit 1). Approving the Master Service Agreements does not generate actual expenditures. Expenditures occur as purchase documents are issued against the Master Service Agreements. Agencies/departments are responsible for ensuring that sufficient appropriations are included in their respective adopted budgets prior to submitting requests for approval of purchases against Master Service Agreements and for monitoring their accounts during the fiscal year.

STRATEGIC PLAN PRIORITY:

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.

CURRENT FISCAL YEAR BUDGET PROJECTIONS:

Departments have advised General Services Agency (GSA) Procurement Services that the funds needed for departments' requested service levels are available within their proposed FY 2024-2025 budgets.

DISCUSSION:

Pursuant to Government Code Section 25502.5, the Purchasing Agent must secure approval from your Board for all service agreements that will exceed \$200,000 during a fiscal year. Prior to the start of a new fiscal year, GSA Procurement Services reviews existing agreements with all service vendors, holds discussions with the affected departments as needed, and makes projections concerning expected compliance with the authorized and approved expenditure limits. Exhibit 1 identifies those agreements that are projected to exceed \$200,000 in FY 2024-2025, thus requiring approval by your Board. Recommendations 1 through 4 are related to these agreements.

A Description of Services (Exhibit 2) provides a brief overview of the services provided by the vendors listed in Exhibit 1. All of the contract documents were either approved by your Board or on forms approved by County Counsel.

The dollar amounts of purchase orders issued to any one vendor, whether a single order or multiple orders, receive ongoing scrutiny and are monitored throughout the year. GSA Procurement Services is responsible for scheduling timely competitive solicitations when usage levels indicate either a multi-year potential to exceed the established limit or the existing agreement is about to expire. The Purchasing Agent will bring all new or amended service agreements that are anticipated to exceed established funding limits to your Board for approval prior to processing any payment orders.

Board of Supervisors

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necessary within the scope of the contract provisions, (2) adding additional services, (3) authorizing short-term or emergency work at any County site, and (4) increasing the annual not-to-exceed amount of any listed vendor by up to fifteen percent (15%) 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.

Amendment No. 18 to Contract 6979 requests a one-year term extension to continue HVAC Maintenance services with Mesa Energy Systems, Inc. The current requested updates are set forth in Exhibit 3. Contract No. 6979 was approved by your Board on July 17, 2018, and has been extended by periodic amendments since then.

Amendment No. 26 to Contract 6735 requests a one-year term extension and an increase to \$450,000 to continue custodial services with Universal Building Management, LLC. The current requested updates are set forth in Exhibit 4. Contract No. 6735 was approved by your Board on February 26, 2013, and has been extended by periodic amendments since then.

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel.

If you have questions regarding this item, please contact Cliff Chroust at (805) 654-3718.



Craig Clutts, P.E., CEM
Interim Agency Director

Exhibit 1 – Annual Service Agreements Vendor Listing

Exhibit 2 – Description of Services

Exhibit 3 – Amendment No. 18 to Contract 6979

Exhibit 4 – Amendment No. 26 to Contract 6735

ec: Greg Bergman, General Services Agency, Administrative Services Director
Cliff Chroust, General Services Agency, County Chief Procurement Officer