



# 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 or Purchasing Agent's Designee to Increase or Decrease the Dollar Amounts of 19 Annual Service Agreements for Services Provided to County Agencies by a Total Net Increase of \$7,240,000 for Fiscal Year 2023-2024 for the Following Services: Facility and Building Maintenance and Small Repairs, Information Technology Services, Landscape/Fire Hazard Abatement/Street Sweeping, Miscellaneous Services, Risk Management; Authorization for the Purchasing Agent to Amend the Listed Agreements Provided the Amendments Do Not Increase the Amount of Any Individual Agreement by More than 15 Percent; Approval, and Authorization for the Purchasing Agent To Sign, Amendment No. 25 to Contract No. 6735 with Universal Building Maintenance for Custodial Services, Increasing Contract 6735 Amount for Term Ending March 31, 2024 by \$41,942 to \$390,000 – Update #3.**

## **RECOMMENDATIONS:**

1. Authorize the Purchasing Agent or the Purchasing Agent's designee to increase the dollar amounts of 19 annual service agreements by a total net increase of \$7,240,000 as set forth in the attached Exhibit 1 to cover projected usage through the remainder of Fiscal Year 2023-2024 for the following services: Facility and Building Maintenance and Small Repairs; Information Technology Services; Landscape/Fire Hazard Abatement/Street Sweeping; Miscellaneous Services; Risk Management.
2. Authorize the Purchasing Agent or their designee to 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.

3. Approve, and authorize the Purchasing Agent or Purchasing Agent's designee to sign, Amendment No. 25 (attached as Exhibit 2) to Contract No. 6735 with Universal Building Maintenance, LLC for custodial services, increasing the contract amount for the term ending March 31, 2024 to \$390,000.

**FISCAL/MANDATES IMPACT:**

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

**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.

**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 for services and expenditure limits. Updates to the annual service agreement funding levels are requested when projections indicate that expenditures for a specific vendor will exceed approved limits for fiscal year 2023-2024. The current requested updates are set forth in Exhibit 1.

Amendment No. 25 to Contract No. 6735 (Exhibit 2) would increase the contract amount for the period ending March 31, 2024 by \$41,942 to \$390,000. Contract No. 6735 was approved by your Board on February 26, 2013, and has been extended by periodic amendments since then.

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.



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

Exhibit 1 – Annual Service Agreements Vendor Listing-Update #3  
Exhibit 2 – Amendment No. 25 to Contract 6735

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