



**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

January 28, 2025

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

County of Ventura Board of Supervisors

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

**Subject: Approval of Increase or Decrease in the Dollar Amounts of Prior Authorization for the Purchasing Agent or Their Designee to Enter into 17 Annual Service Agreements and Authorization for the Purchasing Agent or Their Designee to Enter Nine Additional Annual Service Agreements for a Total Net Increase of \$5,851,000 for Fiscal Year 2024-2025; Authorization for the Purchasing Agent or their Designee to Increase the Amount of Each Agreement by an Additional 15 Percent; Ratification of Issuance of Purchase Orders to Voice, LLC – Update 2.**

**Recommendations:**

1. Approval of increase or decrease in the dollar amounts of your Board's prior authorization for the Purchasing Agent or their designee to enter into 14 annual service agreements with certain vendors by a total net increase of \$3,217,000 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; Landscape/Fire Hazard Abatement/Street Sweeping; Miscellaneous Services.

Authorize the Purchasing Agent or their designee to enter into an annual service agreement with NV5 West for structural engineering inspection and testing services in the Total Amount of \$450,000 for Fiscal Year 2024-2025.

2. Authorize the Purchasing Agent or their designee to enter into an annual service agreement with Muller Worthy APC for civil engineering and design services in the Total Amount of \$250,000 for Fiscal Year 2024-2025.
3. Authorize the Purchasing Agent or their designee to enter into an annual service agreement with Mariposa Landscapes Inc. for landscaping services in the Total Amount of \$334,000 for Fiscal Year 2024-2025.

4. Authorize the Purchasing Agent or their designee to enter into an annual service agreement with Convergent Technologies LLC for security camera installation and related software maintenance support services in the Total Amount of \$250,000 for Fiscal Year 2024-2025.
5. Authorize the Purchasing Agent or their designee to enter into an annual service agreement with Document Fulfillment Services to provide printing, inserting, and mailing services for Calvin documents in the Total Amount of \$1,100,000 for Fiscal Year 2024-2025.
6. Authorize the Purchasing Agent or their designee to enter into an annual service agreement with Olive Crest short-term residential therapeutic program services in the Total Amount of \$250,000 for Fiscal Year 2024-2025.
7. Authorize the Purchasing Agent or their designee to enter into an annual service agreement with Morgenstern Law Group to provide legal liability services in the Total Amount of \$200,000 for Fiscal Year 2024-2025. This annual service agreement is part of the Risk Management Liability Attorney Pool.
8. Authorize the Purchasing Agent or their designee to enter into an annual service agreement with Skane Mills LLP to provide legal liability services in the Total Amount of \$200,000 for Fiscal Year 2024-2025. This annual service agreement is part of the Risk Management Liability Attorney Pool.
9. Authorize the Purchasing Agent or their designee to increase and decrease existing approved amounts in the Risk Management Liability Attorneys Pool with no net change to the approved pool amount.
10. Authorize the Purchasing Agent or their designee to increase the amount of each agreement as set forth in Exhibit 1 by an additional 15 percent.
11. Ratification of the issuance of purchase orders to, and authority to enter into an annual service agreement with, Voice, LLC dba Central Communications for call center and answering services in the total amount of \$250,000 for Fiscal Year 2025-2026.

**Reason for Ratification:**

Map Communications Inc. dba Central Communications went through a business reorganization and transferred its contract with the County for call center and answering services to a subsidiary, Voice, LLC dba Central Communications. Staff continued to issue purchase orders under that contract, initially unaware of the entity change and to avoid interruption of services. Staff is requesting authorization to contract with Voice, LLC dba Central Communications for call center and answering services in the amount of \$250,000 (the same amount authorized for Map Communications Inc. dba Central Communications) and ratification of the purchase orders issued to Voice, LLC dba Central Communications prior to such authorization.

**Fiscal/Mandates 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. Updates to the authorized annual service agreement amounts are requested when it appears that expenditure for a specific vendor will exceed approved limits. The currently requested updates are set forth in Exhibit 1.

Authorization is requested for the Purchasing Agent to be able to amend the agreements with the vendors listed in Exhibit 1 to increase the annual not-to-exceed amount listed in Exhibit 1 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.

On June 18, 2024, your Board authorized the Purchasing Agent to enter into an annual service agreement for \$250,000 with Map Communications Inc. dba Central Communications to provide call center and answering services. However, Map Communications transferred its contract to a newly formed subsidiary, Voice LLC dba Central Communications. Purchase orders in the total amount of \$250,000 under the annual service agreement with Map Communications Inc. dba Central Communications for call center and answering services were issued to Voice, LLC dba Central Communications. Staff is requesting authorization to contract with Voice, LLC dba Central Communications for call center and answering services in the amount of \$250,000 (the same amount authorized for Map Communications Inc. dba Central Communications) and ratification of the purchase orders issued to Voice, LLC dba Central Communications prior to such authorization. The total amount of those purchase orders will be counted against Voice, LLC dba Central Communications' \$250,000 contract.

**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.

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 #2

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