***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **May 7, 2024** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Debbie Pimentel/Probation** | **Phone:** | **(530) 842-8884** |
| **Address:** | **805 Juvenile Lane; Yreka, CA 96097** |
| **Person Appearing/Title:** | **Michael Coley/ Chief Probation Officer** |
| **Subject/Summary of Issue:** |
| The Machine Cleaning provides janitoral services at the Adult and Juvenile facilities and at the Day Reporting Center. Siskiyou County Probation is requesting approval to extend the contract with The Machine Cleaning, LLC from July 1, 2024, to June 30, 2025, for an additional cost not to exceed $12,411.00, for a total not to exceed $82,851.00 for the term of the contract. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | 82851.00 |  |  |  |  |
| Fund:  | 1001/2101 |  | Description: | General Fund | Org.: | 203050/ 203101 | Description: | Probation/CCP |
| Account: | 714000 |  | Description: | Household |  |
| Activity Code:  | 1020 |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:* Originally through the bidding process, extending term of the current contract |
|       |
| Additional Information: | 1001-203050-714000/ 2101-203101-714000 |
|       |
| **Recommended Motion:** |
| Approve the Third Addendum between The Machine Cleaning, LLC and Siskiyou Probation Department to provide janitorial services for an additional term of July 1, 2024, through June 30, 2025, for an additional cost not to exceed $12,411.00, and a total not to exceed $82,851.00 for the term of the contract.  |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021