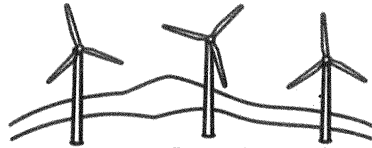


Eastern  
Kern  
Air Pollution Control District



#7-CA

David L. Jones  
Air Pollution Control Officer

July, 14, 2011

Board of Directors  
Eastern Kern APCD  
2700 "M" Street, Suite 302  
Bakersfield, CA 93301

SUBJECT: Agreement for Cleaning Service for the Office at 20406 Brian Way, Suite 4A,  
Tehachapi

Honorable Board:

The agreement with our prior janitorial service expired on June 1, 2011. Prior to the expiration of the agreement, staff solicited contact information of local firms that provided janitorial services to commercial offices. A sample agreement was developed with the assistance of County Counsel and a request for quotes (RFQ) was solicited from five janitorial businesses. Two of the firms responded by phone that they would not bid. The other three did not respond and they were contacted by phone to see if they were still interested. Two of the three firms said they were still obtaining quotes on insurance costs, but all three firms asked to be included on the second round. A fourth firm was identified and added to the second RFQ that was sent out. There was no official response to the District's second RFQ either.

District staff is proposing to solicit quotes again and include firms that currently do business in Tehachapi, but staff will not limit it to those based in the Tehachapi region. The agreement negotiated would closely follow the attached sample agreement. If any substantial changes in the proposed agreement are required, staff would bring that agreement to the September Governing Board Meeting. Staff believes that a firm can be located to provide the service for once a week cleaning of the three person office.

**IT IS RECOMMENDED** your Board authorize the Chairman to sign a Janitorial Services Agreement negotiated by staff, provided it is in substantially the same form as the attached sample agreement, and the cost does not exceed \$215 per month.

Sincerely,

A handwritten signature in black ink, appearing to read 'DLJ', written over a horizontal line.

David L. Jones  
Air Pollution Control Officer

DLJ: dm  
Attachment