

FIRST 5 FRESNO COUNTY
 ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY
FINANCE AND PROGRAM REVIEW COMMITTEE

DATE: Friday, April 26, 2019

Lighthouse for Children
 2405 Tulare Street
 Fresno, CA 93721

TIME: 11:00 a.m.

AGENDA

ITEM	SUBJECT	PRESENTER
1.	CALL TO ORDER	K. Gilbert, Commissioner
2.	POTENTIAL CONFLICTS OF INTEREST Any Commission Member who has potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	K. Gilbert, Commissioner
3. Action Pg. 1	MINUTES FOR MARCH 07, 2019 COMMITTEE MEETING	E. Reyes, E.D.
4. Action Pg. 3	AGREEMENT RENEWAL WITH ABM, INC. FOR JANITORIAL SERVICES	E. Reyes, E.D. A. Hillis, Staff
5. Action Pg. 4	AGREEMENT WITH TRANE U.S. INC. FOR HEATING VENTILATION AIR CONDITIONING SERVICES	E. Reyes, E.D. A. Hillis, Staff
6. Action Pg. 5	AGREEMENT RENEWAL WITH MILLER-SCOTT LANDSCAPE AND NURSERY FOR LANDSCAPE SERVICES	E. Reyes, E.D. A. Hillis, Staff
7. Action Pg. 6	AGREEMENT RENEWAL WITH MANCO ABBOTT, INC. FOR BUILDING MAINTENANCE TECHNICIAN	E. Reyes, E.D. A. Hillis, Staff
8.	PUBLIC COMMENT Limit two minutes per speaker. Public Comment is also taken on individual agenda items throughout the meeting at the conclusion of each agenda item.	K. Gilbert, Commissioner
9.	ADJOURNMENT	K. Gilbert, Commissioner

NOTE: If you need disability modification(s) and/or other accommodation(s) in order to participate in this meeting, please contact the Commission office at (559) 558-4900 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

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AGENDA ITEM NO. 3

RECOMMENDED ACTION:

Approve March 07, 2019 Finance and Program Review Committee Minutes.

ACTION SUMMARY MINUTES

March 07, 2019 – 8:30 a.m.

Present: Kari Gilbert, Hugo Morales

Absent: None.

Staff: Fabiola González, Alix Hillis, Hannah Norman, Arthur Montejano, Cecilia Paredes, Liliana Salcedo, Johnathan Zepeda

1. CALL TO ORDER

2. POTENTIAL CONFLICTS OF INTEREST

None Heard.

Note: Agenda item 7 was added to the end of the agenda after item 6.

3. MINUTES FOR OCTOBER 15, 2018 COMMITTEE MEETING

Public Comment: None heard.

Motion by: Morales Second by: Gilbert

Ayes: Morales, Gilbert

Noes: None heard.

4. 2017-2019 PROPOSED REVISED TWO-YEAR BUDGET

Commissioner Gilbert suggested staff to check in with Commissioner Morales before the Commission meeting in the event he would like further clarification on any item within the budget.

Public Comment: None heard.

Motion by: Morales Second by: Gilbert

Ayes: Morales, Gilbert

Noes: None heard.

5. AGREEMENT RENEWALS WITH FRESNO COUNTY SUPERINTENDENT OF SCHOOLS FOR THE LIGHTHOUSE FOR CHILDREN CHILD DEVELOPMENT CENTER

Commissioner Gilbert recommended staff to consider having different agreement renewal options with the Lighthouse for Children Child Development Center as it is the cornerstone component of the facility.

Public Comment: None heard.

Motion by: Morales Second by: Gilbert
Ayes: Morales, Gilbert
Noes: None heard.

6. AMENDMENT TO THE SUBLEASE AGREEMENT WITH SIMPSON SPEECH AND LANGUAGE AT THE LIGHTHOUSE FOR CHILDREN

Public Comment: None heard.

Motion by: Morales Second by: Gilbert
Ayes: Morales, Gilbert
Noes: None heard.

7. SUBLEASE AGREEMENT WITH FRESNO COUNTY SUPERINTENDENT OF SCHOOLS AT THE LIGHTHOUSE FOR CHILDREN

Public Comment: None heard.

Motion by: Morales Second by: Gilbert
Ayes: Morales, Gilbert
Noes: None heard.

8. PUBLIC COMMENT

Public Comment: None heard.

9. ADJOURNMENT

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AGENDA ITEM NO. 4

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreement Renewal with ABM, Inc. for Janitorial Services

RECOMMENDED ACTION:

Approve, for full Commission consideration, an agreement renewal for janitorial services with ABM, Inc. for the Lighthouse for Children facility, in an amount not to exceed \$68,436.

BACKGROUND:

Facility services must be contracted out by the Commission, the master lease holder, for the daily operation of the Lighthouse for Children (LFC). One of the key operating components of the facility is janitorial services which provide a clean and safe environment for all LFC partners, occupants, and visitors.

The Commission is currently in contract with ABM, Inc., for janitorial services for \$68,436 annually (\$5,703 per month).

Procurement Process and Procedure: Manco Abbott, Inc., the contracted facility manager, is responsible to ensure the LFC has cost-effective and comprehensive services. Upon their annual review of the facility’s contracted services, Manco Abbott, Inc. recommends that the Commission move forward with a renewal contract with ABM, Inc. with the option to renew for an additional two years based on performance and availability of funds as determined by the Commission. This review and selection process follow the Commission’s Procurement Policies and Procedures.

ABM, Inc. will continue to provide the expected level of services required for the facility. This includes two janitorial staff members responsible for cleaning and responding to any clean up situations throughout the facility. Their hours of service will be Monday-Friday from 2:30pm-10:30pm. Other than general tasks, this agreement includes quarterly cleaning of all carpet high traffic areas, quarterly scrub and refinish resilient tile floors, and cleaning of all interior windows two times per year. This includes all labor, supplies, equipment and supervision to perform services.

Fiscal Impact: Funding for this agreement will be allocated from the Commission’s 2019-2020 Proposed Budget, Operating – Overhead Expense line item, Tier 1 - Goal 2: Early Learning and Tier 2 – Community Learning Center proportionately for the components of the facility.

CONCLUSION:

If approved, the agreement with ABM, Inc. for janitorial services in an amount not to exceed \$68,436 for a one-year contract will move forward for full Commission consideration.

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AGENDA ITEM NO. 5

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreement with Trane U.S. Inc. for Heating Ventilation Air Conditioning Services

RECOMMENDED ACTION:

Approve, for full Commission consideration, an agreement with Trane U.S. Inc. for heating ventilation air conditioning (HVAC) services at the Lighthouse for Children facility for a total amount not to exceed for \$15,400 per year.

BACKGROUND:

Facility services must be contracted by the Commission, as the master lease tenant for the daily operation of the Lighthouse for Children (LFC). One operating component of the facility is heating ventilation air conditioning services (HVAC) and the maintenance thereof.

Procurement Process and Procedure: Manco Abbott, Inc., the contracted facility manager, is responsible to ensure that the LFC has cost-effective and appropriate services. Upon their annual review of the facility’s contracted services, Manco Abbott, Inc. collected three quotes for this service following the Commission’s Procurement Policies and Procedures. Upon review of the submissions, they recommend the Commission move forward with a contract with Trane U.S. Inc. for three years with the option to renew for two one-year extensions based on performance and availability of funds as determined by the Commission.

The scope of work for these services includes quarterly fan coil filter changes, quarterly fan coil and condensing unit operational visits, bi-annual condensing unit coil cleaning, annual belt changes for ERV unit and Exhaust fan on roof and annual system communication check.

Fiscal Impact: Funding for this agreement will be allocated from the Commission’s 2019-2020 Proposed Budget, Operating – Overhead Expense line item, Tier 1 - Goal 2: Early Learning and Tier 2 – Community Learning Center proportionately for the components of the facility.

CONCLUSION:

If approved, the agreement with Trane U.S. Inc. for heating ventilation air conditioning services at the Lighthouse for Children facility in amount not to exceed \$15,400 per year for three years will move forward for full Commission consideration.

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AGENDA ITEM NO. 6

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreement Renewal with Miller-Scott Landscape and Nursery for Landscape Services

RECOMMENDED ACTION:

Approve, for full Commission consideration, an agreement renewal with Miller-Scott Landscape and Nursery, for services at the Lighthouse for Children facility, in an amount not to exceed \$11,880.

BACKGROUND:

Facility services must be contracted by the Commission, as the master lease tenant of the Lighthouse for Children (LFC). One key operating component of the facility is landscape services to provide a clean, safe environment for all LFC partners, occupants, and visitors. The up-keep of the LFC requires the monitoring and maintenance of outdoor areas.

Currently, the Commission is in a contract with Miller-Scott Landscape and Nursery for maintenance and repair services of ground coverings, irrigation, plants, trees, and associated supplies including the playground area that requires extra care in order to maintain proper licensing of the LFC Child Development Center. This contract remains at the same level of services and amount as the previous year.

Procurement Process and Procedure : Manco Abbott, Inc. the contracted facility manager, is responsible to ensure that the LFC has cost-effective and appropriate services. Upon their annual review of the facility’s contracted services, Manco Abbott, Inc. recommends to the Commission to move forward with a renewal contract with Miller-Scott. This review and selection process follow the Commission’s Procurement Policies and Procedures.

Fiscal Impact: Funding for this agreement will be allocated from the Commission’s 2019-2020 Proposed Budget, Operating – Overhead Expense line item, Tier 1 - Goal 2: Early Learning and Tier 2 – Community Learning Center proportionately for the components of the facility.

CONCLUSION:

If approved, the agreement with Miller-Scott Landscape and Nursery for an amount not to exceed \$11,880 under a one-year contract with the option to renew for an additional year based on performance, will move forward for full Commission consideration.

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AGENDA ITEM NO. 7

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreement Renewal with Manco Abbott, Inc. for Building Maintenance Technician

RECOMMENDED ACTION:

Approve, for full Commission consideration, a renewal agreement for a repair and maintenance technician with Manco Abbott, Inc. in an amount not to exceed \$22,800 for the Lighthouse for Children facility.

BACKGROUND:

Facility services must be contracted for the daily operation of the Lighthouse for Children (LFC). One of the key operating components of the facility is general building maintenance for repairs and care services. For this need, a part-time, on-site building maintenance technician is contracted through the LFC Facility Management firm, Manco Abbott, Inc. The technician is available for daily and emergency maintenance requests.

Procurement Process and Procedure: The cost of our on-site building maintenance technician through this proposed agreement is \$24 per hour for approximately 950 hours. In contrast, an outside contractor hired for every necessary repair and maintenance service can be at a cost of \$65-\$165 per hour. The cost savings to the Commission by having a part-time, on-site technician has proven to be the most cost-effective way to maintain the LFC facility and facilitate day-to-day maintenance. The added benefit of the repair and maintenance technician includes as needed, immediate response times for any emergency requests.

Manco Abbott, Inc., the contracted facility manager, secured the repair and maintenance technician and recommends, based on cost efficiency and rapport to continue receiving services from the technician. The selection process follows the sole source section of the Commission’s Procurement Policies and Procedures.

Fiscal Impact: Funding for this agreement will be allocated from the Commission’s 2019-2020 Proposed Budget, Operating – Overhead Expense line item, Tier 1 - Goal 2: Early Learning and Tier 2 – Community Learning Center proportionately for the components of the facility.

CONCLUSION:

If approved, the agreement renewal for the building maintenance technician for a one-year term with an option to renew for an additional year based on performance and availability of funds, will move forward for full Commission consideration.