

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

May 7, 2024

FROM

DON DAY, Director, Project and Facilities Management Department

SUBJECT

Amendment to Contract with Santa Fe Janitorial Maintenance Services, Inc. for Custodial Services

RECOMMENDATION(S)

Approve **Amendment No. 1 to Contract No. 23-849** with Santa Fe Janitorial Maintenance Services, Inc. to provide custodial services at one additional location, increasing the contract amount by \$516,264, from an amount not to exceed \$1,184,471 to \$1,700,735, with no change to the contract term of September 1, 2023, through October 31, 2026.
(Presenter: Don Day, Director, 387-5000)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of Amendment No. 1 to Contract No. 23-849 (Contract) will not require additional Discretionary General Funding (Net County Cost). The increase of \$516,264 to provide routine custodial services for one additional location results in a new Contract total of \$1,700,735. The Contract also includes the not-to-exceed amount of \$250,000 for emergency services. The County department receiving emergency services will be responsible for seeking reimbursement. The annual costs are as follows:

Fiscal Year	Original Annual Cost	CON 23-849 A-1	Total Annual Cost
2023-24	\$245,914	\$17,802*	\$263,716
2024-25	\$295,096	\$213,627	\$508,723
2025-26	\$295,096	\$213,627	\$508,723
2026-27	\$ 98,365	\$71,208**	\$169,573
Not-to-Exceed Amount (emergency services)	\$250,000	-	\$250,000
Total	\$1,184,471	\$516,264	\$1,700,735

*1-month period based on commencement date of May 7, 2024

**4-month period based on the expiring contract date of October 31, 2026.

Custodial contract charges are reimbursed by County departments that occupy the facilities based on an average cost per square foot times the percentage of usable space each

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department occupies or billed as requisition work to County departments for facilities not charged a per-square-foot cost for custodial services. Sufficient appropriation is included in the Project and Facilities Management Department (PFMD) budget (7303001000) and will be included in future recommended budgets.

BACKGROUND INFORMATION

PFMD is responsible for providing custodial services for County-owned and some leased facilities. Due to the number of buildings that require service and the geographical size of the County, private custodial service providers are contracted to service certain locations throughout the county.

On August 8, 2023 (Item No. 31), the Board of Supervisors (Board) approved the Contract with Santa Fe Janitorial Maintenance Services, Inc. (Contractor), in an amount not to exceed \$1,184,471, for the period of September 1, 2023, through October 31, 2026, to provide custodial services for two County-owned locations.

On January 9, 2024, PFMD was notified of the new acquisition at 451 Vanderbilt Way in San Bernardino for the Department of Public Health and the need for custodial services.

Approval of Amendment No. 1 to the Contract with the Contractor will provide custodial services at 451 Vanderbilt Way in San Bernardino, increasing the Contract amount by \$516,264, from an amount not to exceed \$1,184,471 to \$1,700,735, with no change to the term of September 1, 2023, through October 31, 2026.

PROCUREMENT

Purchasing continues to support this competitive procurement based on Request for Proposals FMD123-FM-4886.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniel J. Pasek , Deputy County Counsel, 387-5455) on April 17, 2024; Purchasing (Ariel Gill, Supervising Buyer, 777-0722) on April 18, 2024; Project and Facilities Management (Jennifer Costa, Chief of Facilities Management, 387-2920) on April 17, 2024; Finance (Garrett Baker, Administrative Analyst, 387-3077) on April 19, 2024; and Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on April 19, 2024.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 7, 2024



cc: PFMD - Ayala w/agree
Contractor - c/o PFMD w/agree
File - w/agree
CCM 05/10/2024