

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

March 26, 2024

FROM

DON DAY, Director, Project and Facilities Management Department

SUBJECT

Amendment to Contract with Santa Fe Janitorial Maintenance Services, Inc. for Custodial Services in the Area Identified as Zone 4 West San Bernardino

RECOMMENDATION(S)

Approve **Amendment No. 4 to Contract No. 21-670** with Santa Fe Janitorial Maintenance Services, Inc. to provide custodial services at one additional location with two buildings within the area identified as Zone 4 West San Bernardino, increasing the contract amount by \$95,914, from an amount not to exceed \$6,567,416 to \$6,663,330, with no change to the contract term of November 1, 2021, 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. 4 (Amendment) to Contract No. 21-670 (Contract) will not require additional Discretionary General Funding (Net County Cost). The increase of \$95,914 to provide routine custodial services for two additional locations results in a new Contract total of \$6,663,330. The Contract also includes the not-to-exceed amount of \$550,000 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	Amendment No. 2 Cost	Amendment No. 3 Cost	Amendment No. 4 Cost	Total Annual Cost
2021-22	\$806,531	\$ 87,050	-	-	\$ 893,581
2022-23	\$879,852	\$348,198	-	-	\$1,228,050
2023-24	\$879,852	\$348,198	*\$4,944	***\$ 9,282	\$1,242,276
2024-25	\$879,852	\$348,198	\$7,416	\$37,128	\$1,272,594
2025-26	\$879,852	\$348,198	\$7,416	\$37,128	\$1,272,594
2026-27	**\$ 73,321	**\$116,066	**\$2,472	**\$12,376	**\$ 204,235
Not-to-Exceed Amount (emergency services)	\$550,000	-	-	-	\$ 550,000
Total	\$4,949,260	\$1,595,908	\$22,248	\$95,914	\$6,663,330

**Amendment to Contract with Santa Fe Janitorial Maintenance Services, Inc. for Custodial Services in the Area Identified as Zone 4 West San Bernardino
March 26, 2024**

*Eighth-month period based on commencement date of October 24, 2023.

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

***Three-month period based on commencement date of March 26, 2024.

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 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) 2023-24 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 September 14, 2021 (Item No. 45), the Board of Supervisors (Board) approved the Contract with Guadalupe Medina dba Santa Fe Building Management (Contractor) in an amount not to exceed \$4,949,260, for the period of November 1, 2021, through October 31, 2026, to provide custodial services for 13 County-owned locations in multiple County locations.

On February 8, 2022 (Item No. 49), the Board approved Amendment No. 1 to the Contract with the Contractor changing the legal corporate name to Santa Fe Janitorial Maintenance Services, Inc (Santa Fe Janitorial).

On March 15, 2022 (Item No. 35), the Board approved Amendment No. 2 to the Contract with the Contractor for three additional service locations, including Cottage Number Four, 900 East Gilbert Street, San Bernardino, the Purchasing Warehouse, 14622 El Molino Street, Fontana, and Central Juvenile Detention Center, 900 East Gilbert Street, San Bernardino, increasing the contract amount by \$1,595,908, with no change to the contract term.

On October 24, 2023 (Item No. 43), the Board approved Amendment No. 3 to the Contract with the Contractor to add one additional service location at 18000 Institution Road in Devore, increasing the contract amount by \$22,248, with no change to the contract term.

Approval of the Amendment to the Contract with the Contractor will add custodial services for two buildings on the County property located at the West Valley Detention Center at 9500 Etiwanda Avenue in Rancho Cucamonga, increasing the Contract amount by \$95,914, from an amount not to exceed \$6,567,416 to \$6,663,330, with no change to the term of November 1, 2021, through October 31, 2026.

PROCUREMENT

The Contract was procured through a competitive process on December 28, 2020, via Request for Proposals No. FMD121-FM-4028 through the County Electronic Procurement Network (ePro). The recommended Contract Amendment is permitted by the terms of the Contract and requires no additional procurement.

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REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniel J. Pasek , Deputy County Counsel, 387-5455) on January 24, 2024; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on January 29, 2024; Project and Facilities Management Department (Jennifer Costa, Chief of Facilities Management, 387-2920) on March 7, 2024; Finance (Garrett Baker, Administrative Analyst, 387-3077) on March 8, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on March 11, 2024.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: March 26, 2024



cc: PFMD - Ayala w/agree
Contractor - c/o PFMD w/agree
File - w/agree
CCM 03/29/2024