

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

March 15, 2022

FROM

DON DAY, Director, Project and Facilities Management Department

SUBJECT

Amendment to Contract with RNA of Ann Arbor, Inc. dba RNA Facilities Management for Custodial Services in the Area Identified as Zone 6 East San Bernardino

RECOMMENDATION(S)

Approve **Amendment No. 1 to Contract No. 21-667** with RNA of Ann Arbor, Inc. dba RNA Facilities Management to increase the contract by \$860,750, from \$5,154,380 to \$6,015,130, to provide additional custodial services on the premises identified as Sheriff Headquarters, 655 East Third Street, San Bernardino, in the area identified as Zone 6 East San Bernardino, 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. 1 to the contract of San Bernardino County (County) – owned buildings with RNA of Ann Arbor, Inc. dba RNA Facilities Management (RNA Facilities Management) will not require additional Discretionary General Funding (Net County Cost). The increase of \$860,750 to provide routine custodial services for one additional location results in a new contract total of \$6,015,130 (\$90,723 per month). The contract also includes the not-to-exceed amount of \$650,000 for emergency services. The County department receiving emergency services will be responsible for seeking reimbursement. The annual costs are as follows:

<u>Fiscal Year</u>	<u>Original Annual Cost</u>	<u>21-667 A-1 Cost</u>	<u>Total Annual Cost</u>
2021-22	\$600,584	\$ 46,950	\$ 647,534
2022-23	\$900,876	\$187,800	\$1,088,676
2023-24	\$900,876	\$187,800	\$1,088,676
2024-25	\$900,876	\$187,800	\$1,088,676
2025-26	\$900,876	\$187,800	\$1,088,676
2026-27	\$300,292	\$ 62,600	\$ 362,892
Not-to-Exceed Amount (Emergency Services)	\$650,000	-	\$ 650,000
Total	\$5,154,380	\$860,750	\$6,015,130

**Amendment to Contract with RNA of Ann Arbor, Inc. dba RNA Facilities
Management for Custodial Services in the Area Identified as Zone 6
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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) budget (7303001000).

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. 42), as the result of a successful competitive procurement, the Board of Supervisors (Board) approved Contract No. 21-667 in an amount not to exceed \$5,154,380 for the period of November 1, 2021 through October 31, 2026, to provide custodial services for 15 locations in the area defined as Zone 6 East San Bernardino.

Approval of Amendment No. 1 will add an additional service location, Sheriff Headquarters, 655 East Third Street, San Bernardino, increasing the contract amount by \$860,750 with no change to the contract term. The custodial services at this location were requested by the Sheriff's Department.

PROCUREMENT

Section F.7 of the contract permits service level adjustments, however, a corresponding adjustment in compensation is also required. Purchasing concurs with the non-competitive justification of existing agreement for additional custodial services for the County-owned locations.

Approval of Amendment No. 1 to Contract No. 21-667 with RNA Facilities Management will provide for additional custodial services at the Sheriff's Headquarters located at 655 East Third Street, San Bernardino.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Katherine M. Hardy, Deputy County Counsel, 387-5455) on February 2, 2022; Purchasing (Bruce Cole, Lead Buyer, 387-2148) on February 8, 2022; Project and Facilities Management Department (Jennifer Costa, Assistant Director, 387-2920) on February 9, 2022; Finance (Carl Lofton, Administrative Analyst, 387-5404) on February 24, 2022; and County Finance and Administration (Diana Atkeson, Deputy Executive Officer, 387-4376) on February 25, 2022.

**Amendment to Contract with RNA of Ann Arbor, Inc. dba RNA Facilities
Management for Custodial Services in the Area Identified as Zone 6
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: March 15, 2022



cc: PFMD - Ayala w/agree
Contractor - C/O PFMD w/agree
File - w/agree

CCM 03/18/2022