

**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 2 West High Desert

RECOMMENDATION(S)

Approve **Amendment No. 2 to Contract No. 21-668** with Santa Fe Janitorial Maintenance Services, Inc. to provide custodial services at one additional location within the area identified as Zone 2 West High Desert, increasing the contract amount by \$20,150, from an amount not to exceed \$3,964,140 to \$3,984,290, 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. 2 (Amendment) to Contract No. 21-668 (Contract) will not require additional Discretionary General Funding (Net County Cost). The increase of \$20,150 to provide routine custodial services for one additional location results in a new Contract total of \$3,984,290. The Contract also includes the not-to-exceed amount of \$600,000 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	Total Annual Cost
2021-22	\$448,552	-	\$448,552
2022-23	\$672,828	-	\$672,828
2023-24	\$672,828	*\$1,950	\$674,778
2024-25	\$672,828	\$7,800	\$680,628
2025-26	\$672,828	\$7,800	\$680,628
2026-27	**\$224,276	**\$2,600	**\$226,876
Not-to-Exceed Amount (emergency services)	\$600,000	-	\$600,000
Total	\$3,964,140	\$20,150	\$3,984,290

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

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

**Amendment to Contract with Santa Fe Janitorial Maintenance Services,
Inc. for Custodial Services in the Area Identified as Zone 2 West High
Desert
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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) 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. 43), the Board of Supervisors (Board) approved the Contract with Guadalupe Medina dba Santa Fe Building Management (Contractor) in an amount not to exceed \$3,964,140, for the period of November 1, 2021, through October 31, 2026, to provide custodial services for 14 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.

On January 17, 2024, the Fleet Management department requested custodial services at 15000 Tokay St., Victorville.

Approval of the Amendment to the Contract with the Contractor will add custodial services for the San Bernardino County Fleet Services property located at 15000 Tokay Street in Victorville, increasing the Contract amount by \$20,150, from an amount not to exceed \$3,964,140 to \$3,984,290, 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-4029 through the County Electronic Procurement Network (ePro). The recommended Contract Amendment is permitted by the terms of the Contract and requires no additional procurement.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniel J. Pasek , Deputy County Counsel, 387-5455) on January 30, 2024; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on March 6, 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.

**Amendment to Contract with Santa Fe Janitorial Maintenance Services,
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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