

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

March 14, 2023

FROM

JACQUELYN GREENE, Director, Preschool Services Department

SUBJECT

Contract with Merchants Building Maintenance, LLC for Preschool Classroom Custodial Services

RECOMMENDATION(S)

Approve **Contract No. 23-196** with Merchants Building Maintenance, LLC for preschool classroom custodial services and building maintenance, in the amount of \$450,000 for the period of March 14, 2023 through May 31, 2023.

(Presenter: Jacquelyn Greene, Director, 383-2005)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The total cost of \$450,000 is 90% (\$405,000) federally funded by the United States Department of Health and Human Services, Administration for Children and Families and 10% (\$45,000) funded by the California Department of Education. Adequate appropriation and revenue have been included in the Preschool Services Department's (PSD) 2022-23 budget.

BACKGROUND INFORMATION

PSD requires custodial services at all preschool locations to adhere to childcare licensing standards and remain in compliance with California Health and Safety regulations. Merchants Building Maintenance, LLC (Merchants) has been providing daily custodial services to PSD sites without a PSD custodial staff since October 7, 2022, through a Purchase Order within the authority of the Purchasing Agent.

PSD plans to add classrooms during the remainder of the 2022-23 school year due to an anticipated increase in enrollment as the COVID-19 pandemic-driven decline in enrollment reverses and to accommodate Early Head Start program expansion requirements. The recommended contract will allow PSD to maintain existing custodial services and be prepared to address the anticipated additional custodial needs noted above while conducting a formal procurement for services to be rendered beginning June 1, 2023.

Contractor performance will be monitored by review of monthly reports to ensure compliance with the administrative, fiscal, and program requirements of the contract. Merchants will cooperate with the County in the monitoring and evaluation of this contract and comply with all

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established reporting requirements. PSD will review invoices remitted by Merchants prior to payment. The contract may be terminated without cause by the County with 30 days written notice.

PROCUREMENT

On October 7, 2022, as the result of a non-formal procurement, the County Purchasing Department approved a Purchase Order with Merchants to provide preschool classroom custodial services and building maintenance, up to the amount of \$100,000.

Merchants will continue providing services in the amount not to exceed \$450,000. Pursuant to County Policy 11-04, competitive and non-competitive contracts that exceed \$200,000 annually must be approved by the Board of Supervisors (Board).

Procurement for custodial services and building maintenance is underway. New contract(s) will be presented to the Board for approval with services to be effective June 1, 2023.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on February 5, 2023; County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on February 13, 2023; Finance (Paul Garcia, Administrative Analyst, 386-8392) on February 22, 2023; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on February 27, 2023.

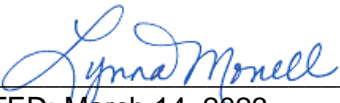
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: March 14, 2023



cc: PSD - Gitonga w/agree
Contractor - C/O PSD w/agree
File - w/agree
CCM 03/17/2023