

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

**June 18, 2025**

**FROM**

**AMY COUGHLIN, Director, Department of Child Support Services**

**SUBJECT**

Contract with US Metro Group, Inc. for Custodial Services

**RECOMMENDATION(S)**

1. Approve **Contract No. 25-439** with US Metro Group, Inc. for Custodial Services at the Department of Child Support Services building located in Loma Linda, California, in the amount of \$615,550, for the contract period of July 1, 2025 through June 30, 2028, with option to extend for two additional one-year periods.
2. Authorize the Director of Child Support Services or the Assistant Executive Officer to execute any subsequent non-substantive amendments on behalf of the County, subject to County Counsel review.
3. Direct the Director of Child Support Services to transmit any non-substantive amendments in relation to the contract in Recommendation No.1 to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Amy Coughlin, Director, 478-7459)

**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 contract amount of \$615,550 is funded by 66% Federal and 34% State funding. Adequate appropriation and revenue have been included in the Department of Child Support Services (DCSS) 2025-26 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The recommended contract with US Metro Group, Inc. will allow DCSS to utilize contracted custodial services to maintain cleanliness and remain in compliance with Health and Safety regulations at the DCSS facility located in Loma Linda, California. DCSS has obtained custodial services from contracted agencies since July 2019.

Contractor performance will be monitored by review of monthly invoices, onsite inspections, and annual review of contract requirements to ensure compliance with the administrative, program, and fiscal terms and conditions of the recommended contract. US Metro Group, Inc. will cooperate with the County in monitoring and evaluation and comply with any and all reporting requirements established by the recommended contract. The County may terminate the Contract without cause with 30 days written notice or immediately if the federal and state

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funding are not available to the County. Under the Contract, the Assistant Executive Officer is authorized to exercise the County's rights with respect to any termination of this Contract.

**PROCUREMENT**

The County Administrative Office approved and authorized the release of Request for Proposals (RFP) No. DCSS25-DCSS-5682 with the Purchasing Department on March 5, 2025 to solicit proposals from interested and qualified agencies to provide custodial services for the DCSS facility in Loma Linda, California for a period of three years. The RFP was posted on the County's Electronic Procurement Network (ePro).

Six proposals were received by the established deadline in response to the RFP. Proposals from the six agencies listed below met the minimum requirements and continued through the evaluation process:

<b>Proposer Name</b>	<b>Location</b>
Executive Facilities Services, Inc.	Colton, CA
JJ Property Maintenance Network Inc.	Pasadena, CA
Merchants Building Maintenance, LLC.	Pomona, CA
Santa Fe Janitorial Maintenance Services, Inc.	Chino Hills, CA
U.S. Metro Group, Inc.	Cypress, CA
Vocational Improvement Program, Inc.	Rancho Cucamonga, CA

The evaluation panel, with representation from DCSS, reviewed and evaluated the proposals based on the criteria listed in the RFP. The criteria included: Technical Review, Cost Evaluation, Reference Checks, and Product Quality.

Based on the evaluation criteria, the evaluation panel determined that US Metro Group, Inc. best met the needs of the County. Award and denial letters were sent to all responsible and responsive proposers on May 28, 2025. No protests were received within the allowable period.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on May 30, 2025; County Counsel (John Tubbs II, Deputy County Counsel, 387-5455) on June 2, 2025; Purchasing (Jessica Barajas, Supervising Buyer, 387-2065) on May 29, 2025; Finance (Allegra Pajot, Administrative Analyst, 388-0218) on May 30, 2025; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 387-0332) on May 30, 2025.

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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: June 18, 2025



cc: DCSS - West w/agree  
Contractor - c/o DCSS w/agree  
File - w/agree  
CCM 06/25/2025