

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

**August 8, 2023**

**FROM**

**DON DAY, Director, Project and Facilities Management Department**

**SUBJECT**

**Contract with Santa Fe Janitorial Maintenance Services, Inc. for Custodial Services for Two Locations in San Bernardino**

**RECOMMENDATION(S)**

Approve a **Contract No. 23-849** with Santa Fe Janitorial Maintenance Services, Inc., to provide custodial services at 268 W. Hospitality Lane and 412 W. Hospitality Lane in San Bernardino, in an amount not to exceed \$1,184,471, for the period of September 1, 2023 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 the recommended contract for the San Bernardino County (County) – owned buildings will not require additional Discretionary General Funding (Net County Cost). The total cost of the 38-month contract with Santa Fe Janitorial Maintenance Services (Santa Fe), to provide routine custodial services for two locations in San Bernardino, is \$934,471 for the period of September 1, 2023 through October 31, 2026 (\$24,591.33 per month x 38 months). The contract also includes the not-to-exceed amount of \$250,000 for emergency services; the County department receiving emergency services will be responsible for seeking reimbursement. The annual costs are reflected in the table below, and do not increase during the 38-month term of the contract:

| <b>Fiscal Year</b>                         | <b>Annual Cost</b>  |
|--------------------------------------------|---------------------|
| Sept 1, 2023 - June 30, 2024 (10 months)   | \$ 245,914          |
| July 1, 2024 - June 30, 2025               | \$ 295,096          |
| July 1, 2025 - June 30, 2026               | \$ 295,096          |
| July 1, 2026 - October 31, 2026 (4 months) | \$ 98,365           |
| Emergency Services (Not-to-Exceed Amount)  | \$250,000           |
| <b>Total Cost</b>                          | <b>\$ 1,184,471</b> |

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

**Contract with Santa Fe Janitorial Maintenance Services, Inc. for  
Custodial Services for Two Locations in San Bernardino  
August 8, 2023**

2023-24 Project and Facilities Management Department (PFMD) 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.

Approval of this item will award a contract to Santa Fe Janitorial Maintenance Services, Inc., to provide custodial services for two County-owned buildings in San Bernardino. The building at 268 W. Hospitality Lane requires custodial services due to termination of the custodial services contract by the prior vendor. The building at 412 W. Hospitality Lane is a recent acquisition of the County and custodial services were being provided on a month-to-month basis until the RFP was completed.

**PROCUREMENT**

On April 14, 2023, PFMD issued Request for Proposal (RFP) No. FMD123-FM-4886 through the San Bernardino County Electronic Procurement Network (ePro) and sent notifications of the RFP through e-mail. Proposals were evaluated based on qualifications and experience, technical review, cost and references, and awarded based on overall evaluation of proposal. Contractors must meet minimum requirements to be awarded a contract, including three years continuous experience, current business license, no outstanding or pending complaints with the County, and have or be able to obtain the required insurance.

The RFP for the two locations in San Bernardino included the following County-owned buildings:

| <b>Building ID</b> | <b>Location</b>                                                  | <b>Address</b>                         |
|--------------------|------------------------------------------------------------------|----------------------------------------|
| SAB220             | Assessor-Recorder Archives,<br>Arrowhead Regional Medical Center | 412 W. Hospitality Ln., San Bernardino |
| SAB180             | Auditor-Controller/Treasurer/Tax<br>Collector                    | 268 W. Hospitality Ln., San Bernardino |

The mandatory job walk was held on April 20, 2023, and was attended by five vendors. PFMD received the following five proposals:

| <b>Vendor</b>          | <b>Proposal (Per Year)</b> | <b>Location</b> |
|------------------------|----------------------------|-----------------|
| Santa Fe Janitorial    | \$295,096                  | Chino Hills     |
| Nelsen's Janitorial    | \$300,000                  | Palm Springs    |
| Servicon Systems, Inc. | \$293,576                  | Culver City     |
| Allied                 | Non-Responsive             | Santa Ana       |
| United Facilities      | Non-Responsive             | Riverside       |

Two proposals were non-responsive to the RFP as they did not include the correct cost document or omitted items required in the Proposal Format. The remaining three proposals were evaluated. Eight evaluators considered the three proposals based on the previously described criteria. At the conclusion of the evaluation process, the evaluators identified Santa Fe Janitorial Maintenance, Inc. as the proposer that will provide the best value and quality to the

**Contract with Santa Fe Janitorial Maintenance Services, Inc. for  
Custodial Services for Two Locations in San Bernardino  
August 8, 2023**

County, in performing the required custodial services. On May 15, 2023, bid proposers were notified and no protests were received.

PFMD recommends the Board of Supervisors (Board) award a contract to Santa Fe Janitorial Maintenance, Inc. in the amount of \$1,184,471 for the period of September 1, 2023 through October 31, 2026, to provide custodial services at two locations in San Bernardino.

County Policy 11-04 requires departments to obtain Board approval for the procurement of competitive and non-competitive services in excess of \$200,000 during a single annual period.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Katherine M. Hardy, Deputy County Counsel, 387-5437) on July 10, 2023; Purchasing (Peter Geriguis, Lead Buyer, 387-7854) on July 10, 2023; Project and Facilities Management Department (Jennifer Costa, Chief of Facilities Management, 387-2920) on July 10, 2023; Finance (Garrett Baker, Administrative Analyst, 387-5285) on July 24, 2023; and County Finance and Administration (Diana Atkeson, Deputy Executive Officer, 387-4376) on July 24, 2023.

**Contract with Santa Fe Janitorial Maintenance Services, Inc. for  
Custodial Services for Two Locations in San Bernardino  
August 8, 2023**

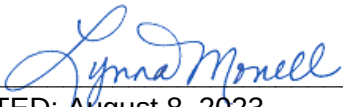
Record of Action of the Board of Supervisors  
San Bernardino County

**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: August 8, 2023



cc: PFMD- Ayala w/agree  
Contractor- C/O PFMD w/agree  
File- w/agree  
LA 08/10/2023