

**REPORT/RECOMMENDATION TO THE BOARD OF GOVERNORS
OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

November 5, 2019

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Contract Amendment with General Building Management Co. for Janitorial Services

RECOMMENDATION(S)

Approve **Amendment No. 3** to Contract No. PC1017 (**County Agreement No. 18-919**) with General Building Management Co. for janitorial services, increasing the current contract amount by \$230,542, for a total amount not to exceed \$352,297 through May 31, 2021.
(Presenter: Maria Razo, Executive Director, 332-6305)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Create, Maintain and Grow Jobs and Economic Value in the County.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

This item will not result in the use of Discretionary General Funding (Net County Cost). Approval of this amendment will increase the contract by \$230,542 for a total contract amount not expected to exceed \$352,297 which is included in the Housing Authority of the County of San Bernardino (HACSB) approved budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

HACSB currently contracts with various trade contractors to supplement our internal maintenance staff to maintain our affordable housing and administrative offices. HACSB contracts with a janitorial service company to ensure a uniform clean and business like appearance at its 16 administrative and affordable housing offices throughout the County of San Bernardino. On June 1, 2018, HACSB awarded a contract, PC1017, to General Building Management Co. for janitorial services. The original contract was for a one year period with the option to extend one additional two year term. Amendment No. 1, dated July 1, 2018, added service at the Upland administrative office. Amendment No. 2, dated June 1, 2019, extended the term of the contract through May 31, 2021.

This item will continue janitorial services at various HACSB sites as well as provide additional janitorial services at HACSB's new computer lab in Barstow, increase the frequency of services at the Upland administrative office due to the recent increase of staff and services at this location, and remove service for the Ontario site.

PROCUREMENT

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This contract falls under HACSB's competitive proposals procurement selection process where services over \$100,000 must be procured by soliciting offers, evaluating proposals and awarding contracts to the successful vendor(s). In 2018 General Building Management Co. submitted a proposal to RFP PC925 in which they were deemed qualified and responsive to provide these services to HACSB.

REVIEW BY OTHERS

This item has been reviewed by Legal Counsel (Julie J. Surber, Principal Assistant County Counsel, 387-5455) on October 17, 2019; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412) on October 21, 2019 and Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-4523) on October 22, 2019.

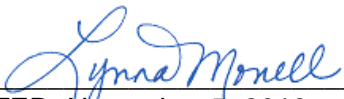
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Record of Action of the Board of Governors
Housing Authority of the County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Sylvia Miller
Ayes: Josie Gonzales, Curt Hagman, Robert A. Lovingood, Sylvia Miller, Jessie Muñoz, Dawn
Rowe, Janice Rutherford

Lynna Monell, SECRETARY

BY 
DATED: November 5, 2019



cc: Housing Authority-Razo w/ agree
Contractor c/o Housing Authority w/ agree
File w/ agree
jll 11/5/2019