

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE BOARD GOVERNED COUNTY SERVICE AREAS
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF THE FOLLOWING:
BIG BEAR VALLEY RECREATION AND PARK DISTRICT
BLOOMINGTON RECREATION AND PARK DISTRICT
AND RECORD OF ACTION**

June 10, 2025

FROM

NOEL CASTILLO, Director, Department of Public Works – Special Districts

SUBJECT

On-Call Routine Maintenance and Emergency Grading, and Storm/Debris Cleanup

RECOMMENDATION(S)

Acting as the governing bodies of all Board Governed County Services Areas and their Zones, the Big Bear Valley Recreation and Park District, and the Bloomington Recreation and Park District, approve three joint contracts, each by and between all Board Governed County Service Areas and their Zones, Bloomington Recreation and Park District, and Big Bear Valley Recreation and Park District, collectively, and each of the following contractors, to provide on-call routine maintenance, emergency grading services, storm cleanup and debris removal, disposal, and grading services, for individual projects not exceeding \$75,000, on an as-needed basis, during the period from July 1, 2025, through June 30, 2030, with an aggregate not-to-exceed amount of \$2,000,000 per contract over the five-year term:

1. James Dickey, Inc. dba Jimco Construction & Equipment Rental (**Agreement No. 25-435**)
2. Kirtley Construction, Inc. dba TK Construction (**Agreement No. 25-436**)
3. S. Porter, Inc. (**Agreement No. 25-437**)

(Presenter: Noel Castillo, Director, 387-7906)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

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

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). Costs associated with the recommended contracts, which shall not exceed \$2,000,000 per contractor over the five-year term, will be funded through available revenue sources, such as property taxes, special assessments, and water and sanitation fees, among others, of the applicable Board Governed County Service Areas and their Zones, the Big Bear Valley Recreation and Park District, and the Bloomington Recreation and Park District (collectively, Districts). Adequate appropriation for the costs of these services has been included in the

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Districts' 2025-26 recommended budgets and will be included in future recommended budgets as necessary.

BACKGROUND INFORMATION

The Department of Public Works – Special Districts (Department) provides administrative oversight and manages operations for the Districts. At times, the Districts require routine or emergency grading maintenance and repair services in support of roads, easements, parks, and storm cleanup and debris removal/disposal. Historically, the Department has relied on contractors to provide these services for the Districts. The current contracts for these services, previously approved by the Board of Supervisors/Board of Directors (Board) on June 23, 2020 (Item No. 123), are scheduled to expire on June 30, 2025.

This item seeks Board approval of contracts with three contractors to provide on-call routine maintenance, emergency grading services, storm cleanup and debris removal/disposal and grading services for projects that do not exceed \$75,000, from July 1, 2025 through June 30, 2030. These services will be for the Districts and certain County Capital Improvement Program (CIP) projects administered by the Department. The Department recommends these contracts because the availability of pre-approved on-call contractors reduces response time to facilitate repair and maintenance of various roads and sites.

PROCUREMENT

The Department approved and authorized the release of Request for Proposals (RFP) SPD125-SPDAD-5774 on February 18, 2025, to solicit proposals from interested and qualified agencies to provide on-call maintenance and emergency grading services for Department projects for a period of five years. The RFP was posted to the County's Electronic Procurement Network (ePro).

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

Proposer Name	Location
James Dickey, Inc. dba Jimco Construction & Equipment Rental	San Bernardino, CA
Kirtley Construction, Inc. dba TK Construction	San Bernardino, CA
S. Porter, Inc.	Big Bear Lake, CA

The evaluation panel, with representation from the Department, reviewed and evaluated the proposals based on the criteria listed in the RFP. The criteria included: qualifications and experience, technical review, cost/assignment preference(s), and references.

Based on the evaluation criteria, the evaluation panel determined that James Dickey, Inc. dba Jimco Construction & Equipment Rental; Kirtley Construction, Inc. dba TK Construction; and S. Porter, Inc. best met the needs of the Districts. Award and denial letters will be sent to all responsible and responsive proposers upon Board approval. No protests were received within the allowable period.

Purchasing supports this competitive procurement based on the formal solicitation described above.

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REVIEW BY OTHERS

This item has been reviewed by County Counsel (Aaron Gest. Deputy County Counsel 387-5455) on June 6, 2025; Purchasing (Joni Yang, Buyer, 387-2463) on May 8, 2025; Finance (Amanda Trussell, Principal Administrative Analyst, 387-4773) on May 22, 2025; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 23, 2025.

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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/SECRETARY

BY 
DATED: June 10, 2025



cc: PW/SD - Guerrero w/agree
Contractor - c/o PW/SD w/agree
File - w/agree
MBA 06/25/2025