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

May 21, 2024

FROM

DON DAY, Director, Project and Facilities Management Department

SUBJECT

Amendment to Contract with Santa Fe Janitorial Maintenance Services, Inc. for Custodial Services in the Area Identified as Zone 2 West High Desert

RECOMMENDATION(S)

Approve **Amendment No. 3 to Contract No. 21-668** with Santa Fe Janitorial Maintenance Services, Inc. to provide custodial services at one additional location within the area identified as Zone 2 West High Desert, increasing the contract amount by $216,340, from an amount not to exceed $3,984,290 to $4,200,630, with no change to the contract term of November 1, 2021, 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 Amendment No. 3 to Contract No. 21-668 will not require additional Discretionary General Funding (Net County Cost). The increase of $216,340 to provide routine custodial services for one additional location results in a new contract total of $4,200,630. The contract also includes the not-to-exceed amount of $600,000 for emergency services. The County department receiving emergency services will be responsible for seeking reimbursement. The annual costs are as follows:

Fiscal Year	Original Annual Cost	Amendment No. 2	Amendment No. 3	Total Annual Cost
2021-22	$448,552	-	-	$448,552
2022-23	$672,828	-	-	$672,828
2023-24	$672,828	$1,950	*$7,460	$682,238
2024-25	$672,828	$7,800	$89,520	$770,148
2025-26	$672,828	$7,800	$89,520	$770,148
2026-27	$224,276	$2,600	**$29,840	$256,716
Not-to-Exceed Amount (emergency services)	$600,000	-	-	$600,000
Total	**$3,964,140**	**$20,150**	**$216,340**	**$4,200,630**

*One-month period based on commencement date of May 21, 2024.
**Four-month period based on the expiring contract date of October 31, 2026.

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 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.

On September 14, 2021 (Item No. 43), the Board of Supervisors (Board) approved Contract No. 21-668 (Contract) with Guadalupe Medina dba Santa Fe Building Management (Contractor) in an amount not to exceed $3,964,140, for the period of November 1, 2021, through October 31, 2026, to provide custodial services for 14 County-owned locations in multiple County locations.

On February 8, 2022 (Item No. 49), the Board approved Amendment No. 1 to the Contract with the Contractor, changing the legal corporate name to Santa Fe Janitorial Maintenance Services, Inc. (Santa Fe Janitorial).

On March 26, 2024 (Item No. 54), the Board approved Amendment No. 2 to the Contract to provide custodial services at 15000 Tokay Street in Victorville, increasing the Contract amount by $20,150, from an amount not to exceed $3,964,140 to $3,984,290, with no change to the term of November 1, 2021, through October 31, 2026.

In January 2024, PFMD was notified regarding the County's purchase of the Saint John of God facility (SJOG) at 13333 Palmdale Road. in Victorville. On January 31, 2024, the Facilities Management division was notified by the Department of Behavioral Health of the immediate need for custodial services for the Phoenix House program at SJOG.

Approval of Amendment No. 3 to the Contract with Santa Fe Janitorial will provide custodial services at 13333 Palmdale Road in Victorville.

PROCUREMENT

The Purchasing Department continues to support this competitive procurement based on Request for Proposals No. FMD121-FM-4029.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniel J. Pasek, Deputy County Counsel, 387-5455) on May 3, 2024; Purchasing (Ariel Gill, Supervising Buyer, 777-0722) on May 3, 2024; Project and Facilities Management Department (Jennifer Costa, Chief of Facilities Management, 387-2920) on May 3, 2024; Finance (Garrett Baker, Administrative Analyst, 387-3077) on May 3, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on May 6, 2024.

Amendment to Contract with Santa Fe Janitorial Maintenance Services, Inc. for Custodial Services in the Area Identified as Zone 2 West High Desert
May 21, 2024

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.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY Lynna Monell
DATED: May 21, 2024

cc: PFMD - Ayala w/agree
Contractor - c/o PFMD w/agree
File - w/agree

CCM 05/29/2024