

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

July 23, 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 4 West San Bernardino

**RECOMMENDATION(S)**

1. Approve **Amendment No. 5 to Contract No. 21-670** with Santa Fe Janitorial Maintenance Services, Inc. to provide custodial services at one additional location within the area identified as Zone 4 West San Bernardino, increasing the contract amount by \$44,145, from an amount not to exceed \$6,663,330 to \$6,707,475, with no change to the contract term of November 1, 2021, through October 31, 2026.
2. Authorize the Chief Executive Officer to direct the Purchasing Agent to approve contract amendments adding new locations to Contract No. 21-670 as needed, subject to review by County Counsel and County Administrative Office – Finance and Administration, at a not-to-exceed annual cost of \$200,000 per additional location.
3. Direct the Director of the Project and Facilities Management Department to transmit amendments to Contract No. 21-670 to the Clerk of the Board of Supervisors within 30 days of execution.

(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. 5 (Amendment) to Contract No. 21-670 (Contract) will not require additional Discretionary General Funding (Net County Cost). The increase of \$44,145 to provide routine custodial services for one additional location results in a new Contract total of \$6,707,475. The Contract also includes the not-to-exceed amount of \$550,000 for emergency services. The County department receiving emergency services will be responsible for seeking reimbursement. The annual costs are as follows:

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<b>Fiscal Year</b>	<b>Original Annual Cost</b>	<b>CON 21-670 A-2</b>	<b>CON 21-670 A-3</b>	<b>CON 21-670 A-4</b>	<b>CON 21-670 A-5</b>	<b>Total Annual Cost</b>
2021-22	\$806,531	\$87,050	-	-	-	\$ 893,581
2022-23	\$879,852	\$348,198	-	-	-	\$1,228,050
2023-24	\$879,852	\$348,198	\$4,944	\$9,282	-	\$1,242,276
2024-25	\$879,852	\$348,198	\$7,416	\$37,128	\$17,985*	\$1,290,579
2025-26	\$879,852	\$348,198	\$7,416	\$37,128	\$19,620	\$1,292,214
2026-27	\$73,321	\$116,066	\$2,472	\$12,376	\$6,540**	\$210,775
Not-to-Exceed Amount	\$550,000	-	-	-	-	\$ 550,000
<b>Total</b>	<b>\$4,949,260</b>	<b>\$1,595,908</b>	<b>\$22,248</b>	<b>\$95,914</b>	<b>\$44,145</b>	<b>\$6,707,475</b>

\*11-month period based on amendment effective date August 1, 2024

\*\*4-month period based on the expiring contract date of October 31, 2026.

The cost for custodial services is included in Project and Facilities Management Department (PFMD) custodial charges, which are reimbursed by County departments occupying the relevant facilities and are 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 maintenance services. Sufficient appropriation is included in the PFMD 2024-25 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 April 22, 2024, the Devore Animal Shelter requested custodial services for a new portable trailer located at the Devore Animal Shelter. Therefore, approval of the Amendment to the Contract will provide custodial services at 19777 Shelter Way, San Bernardino, increasing the contract amount by \$44,145, from an amount not to exceed \$6,663,330 to \$6,707,475, with no change to the term of November 1, 2021, through October 31, 2026.

On September 14, 2021 (Item No. 45), as the result of Request for Proposals FMD121-FM-4032, the Board of Supervisors (Board) approved the Contract with Guadalupe Medina dba Santa Fe Building Management (Contractor) in an amount not to exceed \$4,949,260, for the period of November 1, 2021, through October 31, 2026, to provide custodial services for 13 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).

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On March 15, 2022 (Item No. 35), the Board approved Amendment No. 2 to the Contract with Santa Fe Janitorial for three additional service locations, including Cottage Number Four, 900 East Gilbert Street, San Bernardino, the Purchasing Warehouse, 14622 El Molino Street, Fontana, and Central Juvenile Detention Center, 900 East Gilbert Street, San Bernardino, increasing the Contract amount by \$1,595,908, with no change to the term.

On October 24, 2023 (Item No. 43), the Board approved Amendment No. 3 to the Contract with the Contractor to add one additional service location at 18000 Institution Road, Devore, increasing the Contract amount by \$22,248, with no change to the term.

On March 26, 2024 (Item No. 53), the Board approved Amendment No. 4 to the Contract to provide custodial services at two additional locations at 9500 Etiwanda Avenue within the area identified as Zone 4 West San Bernardino, increasing the Contract amount by \$95,914, with no change to the term.

The recommended delegation of authority provides Board authorization to the Chief Executive Officer to direct the Purchasing Agent to execute awards, contracts and/or amendments with ratification on their behalf. PFMD is requesting delegation of authority for approval of amendments to the Contract adding any newly acquired building/location requiring immediate custodial services upon acquisition.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Daniel J. Pasek , Deputy County Counsel, 387-5455) on May 31, 2024; Purchasing (Ariel Gill, Supervising Buyer, 777-0722) on June 6, 2024; Project and Facilities Management (Jennifer Costa, Chief of Facilities Management, 387-2920) on June 11, 2024; Finance (Garrett Baker, Administrative Analyst, 387-3077) on July 3, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on July 5, 2024.

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: July 23, 2024



cc:    PFMD - Ayala w/agree  
       Contractor - c/o PFMD w/agree  
       File - w/agree  
CCM   08/1/2024