

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

November 18, 2025

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)

Approve **Amendment No. 6 to Contract No. 21-670** with Santa Fe Janitorial Maintenance Services, Inc., for custodial services, terminating services at 10 existing locations within the area identified as Zone 4 West San Bernardino, and decreasing the contract amount by \$397,584, from a not to exceed amount of \$6,707,475 to \$6,309,891, 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 this item will not result in the use of additional Discretionary General Funding (Net County Cost). The decrease of \$397,584 to terminate routine custodial services for 10 existing locations results in a new contract total of \$6,309,891. The annual costs are as follows:

Fiscal Year	Original Annual Cost	Amendment					Total Annual Cost
		No. 2	No. 3	No. 4	No. 5	No. 6	
21-22	\$806,531	\$ 87,050	-	-	-	-	\$ 893,581
22-23	\$879,852	\$348,198	-	-	-	-	\$1,228,050
23-24	\$879,852	\$348,198	\$4,944	\$9,282	-	-	\$1,242,276
24-25	\$879,852	\$348,198	\$7,416	\$37,128	\$17,985	-	\$1,290,579
25-26	\$879,852	\$348,198	\$7,416	\$37,128	\$19,620	*(\$265,056)	\$1,027,158
26-27	\$ 73,321	\$116,066	\$2,472	\$12,376	\$6,540	**(\$132,528)	\$78,247
Not-to-Exceed Amount	\$550,000	-	-	-	-		\$550,000
Total	\$4,949,260	\$1,595,908	\$22,248	\$95,914	\$44,145	(\$397,584)	\$6,309,891

* 8-month period

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

**Amendment to Contract with Santa Fe Janitorial Maintenance Services,
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Sufficient appropriation is included in the Project and Facilities Management Department (PFMD) 2025-26 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. 45), the Board of Supervisors (Board) approved Contract No. 21-670 (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 facilities throughout the area identified as Zone 4 West San Bernardino.

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

On March 15, 2022 (Item No. 35), the Board approved Amendment No. 2 to the Contract, adding three additional service locations and increasing the contract amount by \$1,595,908, for a total contract amount of \$6,545,168, with no change to the contract term of November 1, 2021, through October 31, 2026.

On October 24, 2023 (Item No. 43), the Board approved Amendment No. 3 to the Contract, adding one additional service location and increasing the contract amount by \$22,248, for a total contract amount of \$6,657,416, with no change to the contract term of November 1, 2021, through October 31, 2026.

On March 26, 2024 (Item No. 53), the Board approved Amendment No. 4 to the Contract adding two additional locations and increasing the contract amount by \$95,914, for a total contract amount of \$6,663,330, with no change to the contract term of November 1, 2021, through October 31, 2026.

On July 23, 2024 (Item No. 44), the Board approved Amendment No. 5 to the Contract adding one additional location and increasing the contract amount by \$44,145, for a total contract amount of \$6,707,475, with no change to the contract term of November 1, 2021, through October 31, 2026.

On February 5, 2025, the Contractor provided notice to the County explaining that it was unable to continue to provide custodial services at 10 of the facilities listed in the Contract and giving the County thirty days' notice of its intent to terminate services to those facilities. The Contract allows the Contractor to terminate the Contract all or in part for convenience at any time with 30 days written notice.

The Contractor agreed to continue to provide services to the 10 listed facilities until the County was able to procure another service provider. The County has since found another custodial service provider for these locations:

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Name	Address
Devore Animal Shelter	19777 Shelter Way, Devore
San Bernardino Sheriff Admin, Lobby & Classrooms	18000 Institution Rd., Devore
Emergency Vehicle Operations Center	18958 Institution Rd., Devore
Fontana Courthouse / Sheriff	17780 Arrow Blvd., Fontana
Fontana Probation	17730 Arrow Blvd., Fontana
Wellspring Center – Department of Behavioral Health (DBH)	15217 San Bernardino Ave., Fontana
Merrill Center – DBH	14677 Merrill Ave., Fontana
Fontana Jury Assembly Room	17780 Arrow Blvd., Fontana
Sheriff Emergency Vehicle Operations Center Trailer	18958 Institution Rd., Devore
Devore Animal Shelter	19777 Shelter Way, Devore

Approval of Amendment No. 6 to the Contract with the Contractor will terminate custodial services at 10 existing facilities per the vendor's termination notice.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Kaleigh Ragon, Deputy County Counsel, 387-5455) on August 27, 2025; Purchasing (Jessica Barajas, Supervising Buyer, 387-2065) on August 28, 2025; Project and Facilities Management Department (Jennifer Costa, Chief of Facilities Management, 387-2920) on October 6, 2025; and County Finance and Administration (Eduardo Mora, Administrative Analyst, 387-4376) on October 17, 2025.


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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: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: November 18, 2025



cc: PFMD - Ayala w/agree
 Contractor - c/o PFMD w/agree
 File - w/agree
CCM 11/26/2025