

**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:

| <b>Fiscal Year</b>   | <b>Original Annual Cost</b> | <b>Amendment</b>   |                 |                 |                 |                      | <b>Total Annual Cost</b> |
|----------------------|-----------------------------|--------------------|-----------------|-----------------|-----------------|----------------------|--------------------------|
|                      |                             | <b>No. 2</b>       | <b>No. 3</b>    | <b>No. 4</b>    | <b>No. 5</b>    | <b>No. 6</b>         |                          |
| 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                |
| <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>( \$397,584 )</b> | <b>\$6,309,891</b>       |

\* 8-month period

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

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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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| <b>Name</b>   | <b>Address</b>                     |
|---|------------------------------------|
| 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