

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

August 5, 2025

FROM

ARLENE MOLINA, Director, Preschool Services Department

SUBJECT

Amendments to Contracts for Preschool Classroom Custodial Services

RECOMMENDATION(S)

1. Approve **Amendment No. 1** to contracts with the following agencies, to provide preschool classroom custodial services, by adding four additional service locations to each contract, with no change to the contract term of June 1, 2023 through May 31, 2026 or the total aggregate amount of \$2,250,000:
 - a. Merchants Building Maintenance, LLC., **Contract No. 23-457**
 - b. Executive Facilities Services, Inc., **Contract No. 23-458**
2. Authorize the Director of Preschool Services Department to execute any non-substantive amendments, such as adjusting the scope of the agreement by adding or removing sites as needed, with no change to the total contract amounts or extending the contract term, subject to review by County Counsel.
3. Direct the Director of Preschool Services Department to transmit any non-substantive amendments to the contracts to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Arlene Molina, Director, 383-2078)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The total combined contract amount of \$2,250,000 is 90% (\$2,025,000) federally funded by the United States Department of Health and Human Services, Administration for Children and Families and 10% (\$225,000) funded by the California Department of Education. Adequate appropriation and revenue have been included in the Preschool Services Department (PSD) 2024-25 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

PSD requires custodial services at all preschool locations to adhere to childcare licensing standards and remain in compliance with California Health and Safety regulations. PSD relies on custodial vendors to meet this need when there are vacancies for the PSD in-house custodian positions.

The recommended amendments will add four additional service locations per contract. Merchants Building Maintenance, LLC, will service a total of 31 locations with a budgeted

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amount of \$1,125,000. Executive Facilities Services, Inc., will service a total of 31 locations with a budgeted amount of \$1,125,000 and will continue to allow PSD to have readily available custodial services as needed, to maintain the required cleaning standards at all preschool sites countywide. The additional vendor sites are intended to serve as backup options to cover locations in the event the primary vendor is unable to service a specific location.

On May 23, 2023 (Item No. 44), as a result of a formal procurement, the Board of Supervisors approved contracts with Executive Facilities Services, Inc. and Merchants Building Maintenance, LLC., to provide preschool classroom custodial services.

Contractors' performance will be monitored by review of monthly reports to ensure compliance with the administrative, fiscal, and program requirements of the contract. Contractors will cooperate with the County in the monitoring and evaluation of these contracts and comply with all established reporting requirements. PSD will review invoices and all requested supporting documentation remitted by the Contractors prior to payment. The contracts may be terminated without cause by the County with 30 days' written notice.

To accommodate new preschool sites currently under development and evolving service needs, it is recommended that delegated authority be granted to the Director of Preschool Services to adjust the scope of the agreement by adding or removing sites as necessary.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on June 10, 2025; County Counsel (Bonnie Uphold, Supervising Deputy County Counsel, 387-5455) on July 31, 2025; and County Finance and Administration (Allegra Pajot, Administrative Analyst, 388-0218) on July 17, 2025.

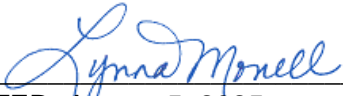
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Record of Action of the Board of Supervisors
San Bernardino County

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

BY 
DATED: August 5, 2025



cc: PSD - Zamets w/agree
Contractor - c/o PSD w/agree
File - agree
MBA 08/7/2025