

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

March 15, 2022

FROM

DON DAY, Director, Project and Facilities Management Department

SUBJECT

Amendment to Contract with Santa Fe Janitorial Maintenance Services, Inc. for Custodial Services at Multiple County Locations within the Area Identified as Zone 4 West San Bernardino

RECOMMENDATION(S)

Approve **Amendment No. 2 to Contract No. 21-670** with Santa Fe Janitorial Maintenance Services, Inc. to increase the contract by \$1,595,908, from \$4,949,260 to \$6,545,168, to provide custodial services at an additional three locations within the area identified as Zone 4 West San Bernardino, 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. 2 to the contract of San Bernardino County (County) – owned buildings will not require additional Discretionary General Funding (Net County Cost). The increase of \$1,595,908 to provide routine custodial services for an additional three locations results in a new contract total of \$6,545,168 (approximately \$102,338 per month). 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:

<u>Fiscal Year</u>	<u>Original Annual Cost</u>	<u>Amendment #1 Cost</u>	<u>Amendment #2 Cost</u>	<u>Total Annual Cost</u>
2021-22	\$806,531	-	\$ 87,050	\$ 893,581
2022-23	\$879,852	-	\$348,198	\$1,228,050
2023-24	\$879,852	-	\$348,198	\$1,228,050
2024-25	\$879,852	-	\$348,198	\$1,228,050
2025-26	\$879,852	-	\$348,198	\$1,228,050
2026-27	\$ 73,321	-	\$116,066	\$ 189,387
Not-to-Exceed Amount	\$550,000	-	-	\$ 550,000
Total	\$4,949,260	-	\$1,595,908	\$6,545,168

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

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charged a per-square-foot cost for custodial services. Sufficient appropriation is included in the Project and Facilities Management Department (PFMD) budget (7303001000).

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), as the result of a successful competitive procurement, the Board of Supervisors (Board) approved Contract No. 21-670 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 Contract No. 21-670 with the Contractor changing the legal corporate name to Santa Fe Janitorial Maintenance Services, Inc (Santa Fe Janitorial).

Approval of Amendment No. 2 will add 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 (CJDC), 900 East Gilbert Street, San Bernardino, increasing the contract amount by \$1,595,908, with no change to the contract term. Custodial services at Cottage Number Four and the Purchasing Warehouse were requested by the customer departments, and services at CJDC are necessary due to a shortage of authorized custodians of the previous Contractor.

PROCUREMENT

Section F.7 of the contract permits service level adjustments, however, a corresponding adjustment in compensation is also required. Purchasing concurs with the non-competitive justification of existing agreement for additional custodial services for the County-owned locations.

Approval of Amendment No. 2 to Contract No. 21-670 with Santa Fe Janitorial will provide for additional custodial services at the following locations:

- Cottage Number Four – 900 East Gilbert Street, San Bernardino
- Purchasing Warehouse – 14622 El Molino Street, Fontana
- Central Juvenile Detention Center – 900 East Gilbert Street, San Bernardino

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Katherine M. Hardy, Deputy County Counsel, 387-5455) on February 2, 2022; Purchasing (Bruce Cole, Lead Buyer, 387-2148) on February 8, 2022; Project and Facilities Management Department (Jennifer Costa, Assistant Director, 387-2920) on February 9, 2022; Finance (Carl Lofton, Administrative Analyst, 387-5404) on February 24, 2022; and County Finance and Administration (Diana Atkeson, Deputy Executive Officer, 387-4376) on February 25, 2022.

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Inc. for Custodial Services at Multiple County Locations within the Area
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Janice Rutherford Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: March 15, 2022



cc: PFMD - Ayala w/agree
Contractor - C/O PFMD w/agree
File - w/agree
CCM 03/18/2022