

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

November 4, 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 3 Mountain Area

RECOMMENDATION(S)

Approve **Amendment No. 2 to Contract No. 21-669** with Santa Fe Janitorial Maintenance Services, Inc., to terminate custodial services at one existing location within the area identified as Zone 3 Mountain Area, and decreasing the contract amount by \$51,924, from a total amount not to exceed \$1,880,560 to \$1,828,636, 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 Contract No. 21-669 will not require additional Discretionary General Funding (Net County Cost). The decrease of \$51,924 to terminate routine custodial services for one existing location results in a new contract total amount of \$1,828,636. The annual costs are as follows:

Fiscal Year	Original Annual Cost	Amendment No. 2	Total Annual Cost
2021-22	\$217,408	-	\$217,408
2022-23	\$326,112	-	\$326,112
2023-24	\$326,112	-	\$326,112
2024-25	\$326,112	-	\$326,112
2025-26	\$326,112	*((\$34,616)	\$291,496
2026-27	\$108,704	**(\$17,308)	\$ 91,396
Not-to-Exceed Amount (emergency services)	\$250,000	-	\$250,000
Total	\$1,880,560	(\$51,924)	\$1,828,636

*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) 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. 44), as the result of Request for Proposals FMD121-FM-4030, the Board of Supervisors (Board) approved Contract No. 21-669 (Contract) with Guadalupe Medina dba Santa Fe Building Management (Contractor) in an amount not to exceed \$1,880,560, for the period of November 1, 2021 through October 31, 2026, to provide custodial services for eight County-owned locations in the area identified as Zone 3 Mountain Area..

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

On February 5, 2025, the Contractor provided a letter to the County explaining that it was unable to continue to provide custodial services at one of the facilities listed in the Contract and giving the County thirty days' notice of its intent to terminate services to this facility. The Contract allows the Contractor to terminate the Contract for convenience at any time with thirty days written notice.

The Contractor agreed to continue to provide services to the one listed facility until the County was able to procure another service provider. The County has since found another custodial service provider for this location: Morongo Oasis Center, 60805 Twenty-nine Palms Hwy., Joshua Tree.

Approval of Amendment No. 2 to the Contract will terminate custodial services at one existing facility per the Contractor'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 July 30, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on August 7, 2025; Project and Facilities Management (Jennifer Costa, Chief of Facilities Management, 387-2920) on October 9, 2025; and County Finance and Administration (Eduardo Mora, Administrative Analyst, 387-4376) on October 17, 2025.

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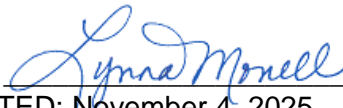
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: 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: November 4, 2025



cc: PFMD - Ayala w/agree
Contractor - c/o PFMD w/agree
File - w/agree
CCM 11/5/2025