

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

January 14, 2025

FROM

PETE MENDOZA, Purchasing Department

SUBJECT

Budget Adjustment to Fund the Purchasing Carpet Replacement Capital Improvement Program Project

RECOMMENDATION(S)

Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary adjustments to the Purchasing 2024-25 budget, as detailed in the Financial Section reallocating \$100,000 from the General Office Expense and \$128,836 from the Courier and Printing (Internal Service Fund only) to the Operating Transfer Out, to fund Purchasing Carpet Replacement Capital Improvement Program Project No. 25-127 (Four votes required).
(Presenter: Pete Mendoza, Director, 387-2073)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

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

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The Purchasing Department (Purchasing) will fund the Purchasing Carpet Replacement Capital Improvement Program Project (Project) CIP No. 25-127 (WBSE 10.10.1747) through Services and Supplies savings in its General Fund budget unit (7610001000). The following budget adjustments are necessary to establish the project's budget and transfer funds to the Project and Facilities Management Department (PFMD).

Fund Center	Commitment Item / GL Account	Description	Action	Amount
7610001000	52002305	General Office Expense	Decrease	\$100,000
7610001000	52002323	Courier & Printing (Internal Service Fund only)	Decrease	\$128,836
7610001000	55305030	Operating Transfers Out	Increase	\$228,836

BACKGROUND INFORMATION

Purchasing maintains an administrative office located at 777 E Rialto Avenue, San Bernardino for procurement purposes. On April 15, 2024, Purchasing collaborated with the Department of Risk Management (Risk Management) to conduct an inspection, during which it was discovered

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that the existing carpet's adhesive detached from the floor and requires replacement. The existing carpet is nearing the end of its useful life period. As recommended by Risk Management, Purchasing has marked the impacted areas as a temporary safety measure until the carpet can be replaced. As such, the Project will allow for the installation of new carpet, including a moisture barrier, to prevent carpet and adhesive separation from reoccurring in the future.

Approval of this item will approve an operating transfer out and budget adjustments necessary to proceed with the Project.

PROCUREMENT

Upon approval of this item, PFMD will determine the best procurement approach, either through use of an existing Board approved Job Order Contract or initiation of a competitive process to solicit bids in compliance with California Public Contract Code and Labor Code requirements.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Bonnie Uphold, Deputy County Counsel, 387-4229) on January 2, 2025; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, Auditor-Controller Manager, 382-7022) on December 18, 2024; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412, and Yael Verduzco, Principal Administrative Analyst, 387-5285) on December 17, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on December 26, 2024.

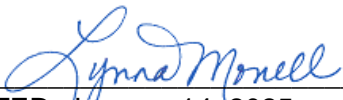
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: January 14, 2025



cc: File - Purchasing
MBA 01/22/2025