

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

May 23, 2023

FROM

JACQUELYN GREENE, Director, Preschool Services Department

SUBJECT

Contract with Merchants Building Maintenance, LLC and Executive Facilities Services, Inc. for Preschool Classroom Custodial Services

RECOMMENDATION(S)

Approve contracts with the following agencies for preschool classroom custodial services, for a total combined contract amount not to exceed \$2,250,000, for the period of June 1, 2023 through May 31, 2026:

1. Merchants Building Maintenance, LLC, in an amount not to exceed \$1,125,000, **Contract No. 23-457.**
2. Executive Facilities Services, Inc., in an amount not to exceed \$1,125,000, **Contract No. 23-458.**

(Presenter: Jacquelyn Greene, Director, 383-2005)

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's (PSD) 2022-23 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 contracts will allow PSD to have readily available custodial services as needed, to maintain the required cleaning standards at all preschool sites countywide.

Contractors' performance will be monitored by review of monthly reports and monthly site visits 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

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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.

PROCUREMENT

On November 29, 2022, the County Administrative office approved and authorized the release of a Request for Proposal (RFP) No. PSSD23-ADMIN-4708 to solicit agencies to provide custodial services for preschool sites for the period of June 1, 2023 through May 31, 2026. The RFP was posted on the San Bernardino County Electronic Procurement Network (ePro) and mailed directly to 20 custodial services agencies. 14 agencies attended the mandatory job walk held on January 10, 2023.

The following three agencies submitted proposals in response to the RFP by the established deadline:

Agency Name	Business Location	Proposed Sites	Monthly Average Cost Per Site
Executive Facilities Services, Inc. (EFS)	Riverside, CA	28 Sites	\$1,117
Merchants Building Maintenance, LLC (Merchant)	Pomona, CA	28 Sites	\$3,428
Moran Janitorial	Rancho Cucamonga, CA	9 Sites	\$3,500

All three proposals met the minimum requirements and were evaluated by a panel of evaluators from PSD and the Human Services Program Development Division. Based on the evaluation of experience and qualification, technical review, cost, reference check, and ensuing contract negotiations, EFS and Merchant were recommended for contract award.

The agency not recommended for contract award was notified by mail and no written protest was received.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on April 25, 2023; County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on April 25, 2023; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on May 3, 2023; Finance (Paul Garcia, Administrative Analyst, 386-8392) on May 4, 2023; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on May 7, 2023.

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 23, 2023



cc: PSD - Gitonga w/agrees
Contractor - C/O PSD w/agree
File - w/agree
CCM 05/30/2023