

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

February 6, 2024

**FROM**

**DON DAY, Director, Project and Facilities Management Department**

**SUBJECT**

Amendment to Contract with Ham's Electric, Inc. for Electrical Maintenance Services

**RECOMMENDATION(S)**

1. Approve **Amendment No. 2 to Contract No. 24-130** (4400016439) with Ham's Electric, Inc., to provide additional on-call electrical maintenance services at multiple County locations, increasing the contract amount by \$377,290 from an amount not to exceed \$760,000 to \$1,137,290, with no change to the contract term of April 1, 2021 through March 31, 2026.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post necessary budget adjustments to the Project and Facilities Management Department's 2023-24 budget, as detailed in the Financial Impact section (Four votes required).  
(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 the recommendations will not require additional Discretionary General Funding (Net County Cost). The total cost of the five-year contract with Ham's Electric, Inc. (Ham's), to provide on-call electrical maintenance services at various locations, increases the contract amount by \$377,290, from an amount not to exceed \$760,000 to \$1,137,290 with no change to the contract term. Payments for the contract will be made from the Project and Facilities Management Department (PFMD) budget (7302001000). PFMD is requesting an adjustment of \$377,290 based on the estimated need for the current fiscal year. PFMD requests the Auditor-Controller/Treasurer/Tax Collector to post the following adjustments to the 2023-24 budget:

<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
7302001000	52002445	Other Professional & Specialized Servies	Increase	\$377,290
7302001000	40709651	Requisition Work	Increase	\$377,290

The requested adjustments are necessary to ensure availability of sufficient appropriation to meet the need for on-call contract services due to increased electrical maintenance services that will be offset by an increase in revenue resulting from the work performed for these requests.

**Amendment to Contract with Ham's Electric, Inc. for Electrical Maintenance Services  
February 6, 2024**

The cost for electrical maintenance services is included in PFMD maintenance charges, which are reimbursed by County departments occupying the relevant facilities and are 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 charged a per-square-foot cost for maintenance services. Sufficient appropriation will be included in future recommended budgets.

**BACKGROUND INFORMATION**

On December 3, 2020, PFMD issued Request for Proposals (RFP) No. FMD121-FM-4005 through the County Electronic Procurement Network (ePro) system. On April 1, 2021, the Purchasing Department authorized Contract No. 4400016439 with Ham's Electric for a total of \$360,000 for the period of April 1, 2021 through March 31, 2024, for on-call electrical maintenance services at multiple County locations.

On October 20, 2023, the Purchasing Department approved Amendment No. 1 to Contract No. 4400016439, to increase the contract amount by \$400,000, for a total of \$760,000, and extend the contract term from March 31, 2024 through March 31, 2026. The \$400,000 increase was allocated throughout the remaining contract term, \$50,000 in the 2023-24 budget, \$200,000 in the 2024-25 budget, and \$150,000 in the 2025-26 budget.

Approval of Amendment No. 2 will provide additional on-call electrical maintenance services at various locations, increasing the contract amount for use in the 2023-24 budget by \$377,290 for a total amount not to exceed \$1,137,290, with no change to the contract term of April 1, 2021 through March 31, 2026.

The recommended budget adjustment to increase appropriation is necessary to continue utilizing on-call electrical maintenance services at multiple County locations. There have been various emergent services needed at multiple County locations that have led to the request of this increase, including substantial Minor Capital Improvement Projects for Fleet Services and the County Government Center in San Bernardino. The increase in appropriation will be offset by an increase in requisition work revenue that is billed to County departments occupying the relevant facilities requiring electrical maintenance services.

**PROCUREMENT**

Contract No. 4400016439 was procured through a competitive process on January 25, 2021, via Request for Proposal (RFP) No. FMD121-FM-4005 through ePro. This is a contract amendment permitted by the terms of the contract and requires no additional procurement.

**REVIEW BY OTHERS**

This item has been reviewed by County Council (David Searles, Deputy County Counsel, 387-5455) on January 17, 2024; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, Auditor-Controller Manager, 382-7022) on December 12, 2023; Purchasing (Ariel Gill, Supervising Buyer, 777-0722) on November 22, 2023; Project and Facilities Management Department (Jennifer Costa, Chief of Facilities Management, 387-2920) on January 12, 2024; Finance (Garrett Baker, Administrative Analyst, 387-3077) on January 18, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on January 18, 2024.

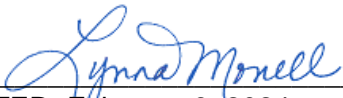
**Amendment to Contract with Ham's Electric, Inc. for Electrical  
Maintenance Services  
February 6, 2024**

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: February 6, 2024



cc: PFMD - Ayala w/agree  
Contractor - c/o w/agree  
File - w/agree  
CCM 02/13/2024