

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

June 14, 2022

FROM

DON DAY, Director, Project and Facilities Management Department

SUBJECT

Contract with Santa Fe Janitorial Maintenance Services, Inc. for Custodial Services in the Area Identified as Zone 5 Central San Bernardino

RECOMMENDATION(S)

Approve a four-year and four-month **Contract No. 22-479** with Santa Fe Janitorial Maintenance Services, Inc. to provide custodial services for 17 locations in the area identified as Zone 5 Central San Bernardino in the amount not to exceed \$4,089,520 for the period of July 1, 2022 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 the recommended contract for the San Bernardino County (County) – owned buildings will not require the use of additional Discretionary General Funding (Net County Cost). The total cost of the 52-month contract with Santa Fe Janitorial Maintenance Services, Inc. (Santa Fe Janitorial), to provide routine custodial services for 17 locations in the area identified as Zone 5 Central San Bernardino (Zone 5), is \$3,439,520 for the period of July 1, 2022 through October 31, 2026 (\$66,144.63 per month x 52 months). The contract also includes the not-to-exceed amount of \$650,000 for emergency or other pandemic services. The annual cost is \$793,735 and does not increase during the 52-month term of the contract. The annual costs are reflected below:

| Fiscal Year | Annual Cost |
|--|---------------------|
| July 1, 2022 - June 30, 2023 | \$ 793,735 |
| July 1, 2023 - June 30, 2024 | \$ 793,735 |
| July 1, 2024 - June 30, 2025 | \$ 793,735 |
| July 1, 2025 - June 30, 2026 | \$ 793,735 |
| July 1, 2026 - October 31, 2026 (4 months) | \$ 264,580 |
| Not-to-Exceed Amount (Emergency) | \$ 650,000 |
| Total Cost | \$ 4,089,520 |

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

**Contract with Santa Fe Janitorial Maintenance Services, Inc. for
Custodial Services in the Area Identified as Zone 5 Central San
Bernardino
June 14, 2022**

charged a per-square-foot cost for custodial services. Sufficient appropriation is included in the 2022-23 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 certain 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.

Approval of this item will award a 52-month contract to Santa Fe Janitorial in the amount not to exceed \$4,089,520 for the period of July 1, 2022 through October 31, 2026, to provide custodial services for 17 County-owned buildings in the area identified as Zone 5. Award of this contract follows a contractor-initiated termination of a previous contract for these services, as more particularly described below.

PROCUREMENT

On September 14, 2021 (Item No. 40), the Board of Supervisors (Board) approved Contract No. 21-684 with Executive Suites Services, Inc. to provide custodial services for 17 locations in the area defined as Zone 5.

On December 7, 2021 (Item No. 53), the Board approved Amendment No. 1 to Contract No. 21-684 to correct the Contractor's corporate legal name to Executive Facilities Services, Inc. (Executive Facilities).

On February 16, 2022, Executive Facilities notified PFMD of their decision to terminate the existing contract with San Bernardino County within 30 days as permitted by the contract terms.

Given that an immediate need for custodial services in the area defined as Zone 5 remained, Santa Fe Janitorial began to provide custodial services on March 25, 2022. Pursuant to Request For Proposal FMD120-FM-4033, and the bidding process, which was previously followed, Santa Fe Janitorial received the next highest evaluation score and thus was asked to provide the needed custodial services. At the same time, PFMD began the process of obtaining Board approval of a new contract with Santa Fe Janitorial for the locations stated herein. Accordingly, PFMD recommends the Board award a contract to Santa Fe Janitorial, the next highest evaluated bidder following termination of the contract by Executive Facilities Services.

The contract for Zone 5 includes the following buildings:

| Building ID | Location | Address |
|--------------------|---|-----------------------------|
| COL010 | Sheriff Narcotics | 1020 Cooley Drive, Colton |
| COL514 | Colton Public Health Women, Infants, and Children (WIC) | 292 East "O" Street, Colton |
| RIA002 | Sheriff Communication | 1771 Miro Way, Rialto |
| RIA003 | Office of Emergency Services | 1743 Miro Way, Rialto |
| RIA008 | CONFIRE Dispatch | 1743 Miro Way, Rialto |
| RIA011 | CONFIRE Modular | 1743 Miro Way, Rialto |

**Contract with Santa Fe Janitorial Maintenance Services, Inc. for
Custodial Services in the Area Identified as Zone 5 Central San
Bernardino
June 14, 2022**

| | | |
|--------|--|---|
| RIA012 | Information Services Dept Trailer | 1743 Miro Way, Rialto |
| RIA512 | Rialto Public Health WIC | 1515 Riverside Avenue, Rialto |
| SAB043 | Gateway Facility | 740 East Gilbert Street, San Bernardino |
| SAB050 | Children Assessment Center | 700 East Gilbert Street, San Bernardino |
| SAB089 | Youth Justice Center | 900 East Gilbert Street, San Bernardino |
| SAB156 | District Attorney | 303 West 3 rd Street, San Bernardino |
| SAB190 | Probation Department | 150 West 5 th Street, San Bernardino |
| SAB192 | Casa Paseo Center DBH | 720 East Gilbert Street, San Bernardino |
| SAB194 | San Bernardino County Fire Protection District | 200 East 3 rd Street, San Bernardino |
| SAB207 | Windsor Crisis Center DBH | 1481 North Windsor Street, San Bernardino |
| SAB192 | Public Defender | 323 Court Street, San Bernardino |

To account for the entire period during which Santa Fe Janitorial will provide custodial services and address the immediate need for the same, the Purchasing Department authorized a short-term purchase order from March 25, 2022 through June 30, 2022, in the amount of approximately \$177,525. The recommended contract would be effective July 1, 2022 through October 31, 2026.

Approval of this item will award a four-year and four-months contract to Santa Fe Janitorial in an amount not to exceed \$4,089,520, to provide custodial services for 17 County-owned buildings in the area identified as Zone 5.

County Policy 11-04 requires departments to obtain Board approval for the procurement of competitive and non-competitive services in excess of \$200,000 during a single annual period.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Katherine M. Hardy, Deputy County Counsel, 387-5455) on April 26, 2022; Purchasing (Bruce Cole, Lead Buyer, 387-2148) on April 26, 2022; Project and Facilities Management Department (Jennifer Costa, Assistant Director, 387-2920) on May 3, 2022; Finance (Carl Lofton, Administrative Analyst, 387-5404) on May 24, 2022; and County Finance and Administration (Diana Atkeson, Deputy Executive Officer, 387-4376) on May 25, 2022.

**Contract with Santa Fe Janitorial Maintenance Services, Inc. for
Custodial Services in the Area Identified as Zone 5 Central San
Bernardino
June 14, 2022**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Dawn Rowe 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: June 14, 2022



cc: PFMD - Ayala w/agree
Contractor - C/O PFMD w/agree
File - w/agree

CCM