

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

June 2, 2020

**FROM**

**GARY McBRIDE, Chief Executive Officer, County Administrative Office**

**SUBJECT**

Ratification Actions in Response to the Novel Coronavirus Pandemic

**RECOMMENDATION(S)**

Ratify the Chief Executive Officer's exercise of the authority granted to him by the Board of Supervisors initially on March 24, 2020 (Item No. 67), and extended on May 19, 2020 (Item No. 105), in approving the following actions in response to the worldwide health threat related to the Novel Coronavirus, or COVID-19:

1. Approve Real Estate Services Department – Facilities Management's **Amendment No. 3 to Contract No. 17-849** with Nelsen's Janitorial Service to extend the contract term for two additional months (December 1, 2020 through January 31, 2021) and increase the contract by an amount not to exceed \$70,222, to include routine custodial services of \$20,222, and an amount not to exceed \$50,000 for as needed unforeseen expenses resulting from the COVID-19 pandemic, increasing the total contract amount from \$362,364 to a total not to exceed \$432,586, on the premises known as Lot 2, located at 21101 Dale Evans Parkway, Apple Valley and 11951 Hesperia Road, Hesperia, signed by the Chief Executive Officer on May 15, 2020.
2. Approve Real Estate Services Department – Facilities Management's **Amendment No. 2 to Contract No. 17-394** with General Building Management Co. to increase the contract by an amount not to exceed \$40,000 for as-needed unforeseen expenses resulting from the COVID-19 pandemic, increasing the total contract amount from \$835,065 to a total not to exceed amount of \$875,065, with no change to the contract term, on the premises known as Lot 1, located at 14455 Civic Drive, Victorville (Courthouse), 12402 Industrial Boulevard, Victorville (Special Districts), and 1050 Palmdale Road, Victorville (Transitional Assistance Department), signed by the Chief Executive Officer (CEO) on May 21, 2020.
3. Approve the County Library's unbudgeted fixed assets purchase of two Bibliotheca self-checkout units to allow for additional contactless points of service for library patrons due to COVID-19, at an estimated cost of \$25,000, approved by the Chief Executive Officer on May 18, 2020.
4. Direct the County Administrative Office to transmit all executed documents relating to the recommendations above to the Clerk of the Board within 30 days of execution.  
(Presenter: Gary McBride, Chief Executive Officer, 387-5417)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Promote the Countywide Vision.**

**Create, Maintain and Grow Jobs and Economic Value in the County.**

**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.**

**Ratification Actions in Response to the Novel Coronavirus Pandemic**  
**June 2, 2020**

**FINANCIAL IMPACT**

Approval of the recommendations will not result in the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation, if necessary, as detailed below, will be included in the respective department's future recommended budgets.

**Recommendation No. 1**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). This amendment will extend the term of the contract for an additional two months and increases the contract amount up to \$70,222 for a total amount not to exceed \$432,586. 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. The not to exceed \$50,000 cost of this amendment resulting from the COVID-19 pandemic is eligible for and will require the County to use Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act Coronavirus Relief Funds if no other COVID-19 related federal or state funding is available. Sufficient appropriation for routine custodial services in the amount of \$20,222 is included in the 2019-20 Real Estate Services Department – Facilities Management (FM) budget (7303001000) and will be included in future recommended budgets.

**Recommendation No. 2**

Approval of this recommendation will not result in the use of additional Discretionary General Funding (Net County Cost). This amendment between FM and General Building Management Co increases the contract amount by up to \$40,000 for a total amount not to exceed amount of \$875,065. The cost of this amendment is a COVID-19 expense and therefore eligible for and will require the County to use Federal CARES Act Coronavirus Relief Funds if no other COVID-19 related federal or state funding is available.

**Recommendation No. 3**

Approval of this recommendation will not result in the use of Discretionary General Funding (Net County Cost). The County Library's (Library) two Bibliotheca self-checkout units are considered COVID-19 expenses and are therefore eligible for and will require the County to use federal CARES Act Coronavirus Relief funds if no other COVID-19 related federal or state funding is available.

**BACKGROUND INFORMATION**

The COVID-19 virus originated in Wuhan, China in late 2019 and began spreading, initially, within China and then to other countries. On January 30, 2020, the World Health Organization declared the outbreak to be a "public health emergency of international concern". This was followed on January 31, 2020 by the United States Human Services Secretary declaring a public health emergency. Cases internationally, within the US and within California (as evidenced by the Governor's Proclamation) continue to rise.

On March 4, 2020, the State of California declared a state of emergency as a result of the COVID-19 outbreak due to the rising number of confirmed cases and anticipated complications for those infected, including potential deaths. On March 10, 2020, the County Public Health Officer declared a local health emergency to help ensure county government and the public were prepared for the possibility that COVID-19 will appear within the county. On March 10, 2020 (Item No. 75), the Board of Supervisors (Board) proclaimed the existence of a local emergency within San Bernardino County resulting from COVID-19, which causes infectious disease resulting in symptoms of fever, coughing and shortness of breath with outcomes ranging from mild to severe illness and in some cases, death.

## **Ratification Actions in Response to the Novel Coronavirus Pandemic**

### **June 2, 2020**

In order to promote a coordinated and efficient response to needs that may arise from the COVID-19 pandemic, on March 24, 2020 (Item No. 67), the Board authorized the Chief Executive Officer (CEO) to execute or approve various actions related to purchases, contracts, donations, budget, including the approval of adoption of resolutions, through May 31, 2020, subject to ratification by the Board at the next available Board meeting. Due to the continued threat of COVID-19, on May 19, 2020 (Item No. 105), the Board extended this authority of the CEO through June 30, 2020, subject to ratification by the Board at the next available Board meeting. The recommended actions will ratify the authority exercised by the CEO.

#### Recommendation No. 1

FM is responsible for providing custodial services for County-owned and some leased facilities. On November 6, 2018 (Item No. 46), the Board approved a contract with Nelsen's Janitorial Service, Inc., to provide custodial services in the two buildings located in Apple Valley and Hesperia for the period of December 1, 2017 through November 30, 2020, in an amount not to exceed \$362,364. The locations identified in Lot 2 are: High Desert Juvenile Detention Center – 21101 Dale Evans Parkway, Apple Valley (County-owned); and Hesperia Department of Behavioral Health – 11951 Hesperia Road, Hesperia (County-owned). The Department recommends approval of Amendment No. 3 to Contract No. 17-849 with Nelsen's Janitorial Service, in order to provide continued custodial services through the current pandemic. County Counsel has reviewed the Amendment, and it was signed by the CEO on May 15, 2020.

#### Recommendation No. 2

FM is responsible for providing custodial services for County-owned and some leased facilities. On June 13, 2017 (Item No. 83), the Board approved a contract with General Building Management Co. to provide custodial services in the buildings located in Victorville, also known as Lot 1, for the period of July 1, 2017 through June 30, 2020, in an amount not to exceed \$668,052. The locations identified in Lot 1 are Victorville Courthouse – 14455 Civic Drive, Victorville, Special Districts - 12402 Industrial Boulevard, Victorville, and Transitional Assistance Department – 10530 Palmdale Road, Victorville. On April 17, 2020, the CEO, through Delegated Authority, approved Agreement 17-394 A-1 to continue custodial services, increase the total cost in an amount not to exceed \$835,065, and extend the term expiration date through March 31, 2021. The Board ratified the CEO's action on April 21, 2020 (Item No. 29). The Department recommends approval of Amendment No. 2 to Contract No. 17-394 with General Building Management Co. in order to provide unforeseen custodial services through the current pandemic. County Counsel has reviewed the agreement and it was signed by the CEO on May 21, 2020.

#### Recommendation No. 3

Since 2006, the Library has offered patrons at select branches the ability to check out their own library materials through the use of radio-frequency identification (RFID). RFID utilizes an encoded tag on each item that uniquely identifies it in the Library's circulation system which then checks it out on the patron's account. Branches are also secured with RFID gates that detect if an item has left the branch without being properly checked out.

In light of the COVID-19 pandemic, the Library has determined a critical need exists to purchase two additional Bibliotheca self-checkout units. The Bibliotheca self-checkout units will decrease the amount of person-to-person contact for patrons to checkout library materials. The Library recommends approval of this fixed asset purchase in order to ensure the health and welfare of County of San Bernardino employees and citizens. County Counsel has reviewed the request for the unbudgeted fixed assets purchase and it was approved by the CEO on May 18, 2020.

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### **June 2, 2020**

#### **PROCUREMENT**

Procurement is applicable to Recommendation No. 1, relating to Contract No. 17-849 with Nelsen's Janitorial Service. This contract, with its original term from December 1, 2017 through November 30, 2020 was the result of a competitive procurement based on Nelsen's Janitorial Service., being the lowest responsive and responsible bidder. The Department is not able to prepare a Request for Bid, conduct mandatory job-walks or obtain contractor bids for service at the current time due to the COVID-19 pandemic. Amendment No. 3 to FM's Contract No. 17-849 with Nelsen's Janitorial Service, will extend the term of the current contract through January 31, 2021.

Procurement is applicable to Recommendation No. 2, relating to FM's Contract No. 17-394 with General Building Management Co. This contract, with its original term from July 1, 2017 through June 30, 2020, was the result of a competitive procurement based on General Building Management Co. being the lowest responsive and responsible bidder. The Department has developed the need to provide additional, unforeseen custodial services at the current time due to the COVID-19 pandemic. Amendment No. 2 to Contract 17-394 with General Building Management Co. will increase the contract amount by up to \$40,000, for a total not to exceed amount of \$875,065.

Procurement is applicable to Recommendation No. 3, relating to the Library's non-competitive purchase of the two Bibliotheca self-checkout units. The Library began using RFID equipment in 2006, and the original equipment was upgraded in 2015 through a competitive process (ePro LIBR 152075, released December 19, 2014), which resulted in the selection of Bibliotheca LLC. The Library also has a Maintenance Service Agreement (MSA) in place with Bibliotheca LLC for its RFID equipment. The MSA with Bibliotheca LLC is a result of a sole-source procurement because the software and hardware are proprietary, and the maintenance agreements must be provided by Bibliotheca LLC. The two additional Bibliotheca self-checkout units will be added to the existing MSA. Purchasing concurs with the non-competitive justification of the proprietary software and hardware.

#### **REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Michelle Blakemore, County Counsel, 387-5455 and Katherine M. Hardy, Deputy County Counsel, 387-5455) on May 26, 2020; Purchasing (Bruce Cole, Staff Analyst II, 387-2148) on May 21, 2020; Finance (Stephenie Shea, Administrative Analyst, 387-4919; Wen Mai, Principal Administrative Analyst, 387-4020; and Elias Duenas, Administrative Analyst, 387-4055) on May 26, 2020; and Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on May 26, 2020.

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June 2, 2020**

Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Dawn Rowe Seconded: Robert A. Lovingood

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 2, 2020



cc: RESD/FMD- Kay w/agree  
Contractor- C/O RESD/FMD w/agree  
RESD/FMD- Ayala w/agree  
Contractor- C/O RESD/FMD w/agree  
File- w/agree  
la 06/8/2020