

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

May 4, 2021

FROM

TERRY W. THOMPSON, Director, Real Estate Services Department

SUBJECT

Amendment No. 2 to Contract with Guadalupe Medina dba Santa Fe Building Maintenance for Custodial Services in Fontana

RECOMMENDATION(S)

Approve **Amendment No. 2 to Contract No. 18-663** with Santa Fe Building Maintenance to increase the contract by \$60,000 for additional as needed on-call custodial services resulting from the COVID-19 pandemic, increasing the total contract amount from \$524,020 to a total not to exceed amount of \$584,020, with no change in the term, at the Fontana Courthouse, Sheriff, and Jury Assembly Room located at 17880 Arrow Blvd. in Fontana, and the Probation Department located at 17730 Arrow Blvd. in Fontana.

(Presenter: Terry W. Thompson, Director, 387-5252)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

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

FINANCIAL IMPACT

Approval of Amendment No. 2 to Contract No. 18-663 will not require additional Discretionary General Funding (Net County Cost). The total cost for the three-year contract with Santa Fe Building Maintenance (Santa Fe) for custodial services will not exceed \$584,020 for the period of October 1, 2018 through September 30, 2021. Costs resulting from the COVID-19 pandemic are eligible for reimbursement from the County's Federal Coronavirus Aid, Relief and Economic Security (CARES) Act Funds, if available. If no COVID-19 related federal or state funding is available, any costs of the Amendment, including custodial contract charges will be 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.

BACKGROUND INFORMATION

The Real Estate Services Department – Facilities Management (RES-D-FM) is responsible for providing custodial services for San Bernardino 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. The locations are identified as a numbered lot.

**Amendment No. 2 to Contract with Guadalupe Medina dba Santa Fe
Building Maintenance for Custodial Services in Fontana
May 4, 2021**

On September 11, 2018 (Item No. 51), the Board of Supervisors (Board) approved Contract 18-663 with Santa Fe Building Maintenance in an amount not to exceed \$484,020 for the period of October 1, 2018 through September 30, 2021 to provide custodial services in one lot, consisting of five County-owned facilities in Fontana:

- Fontana Courthouse – 17780 Arrow Blvd
- Fontana Sheriff – 17780 Arrow Blvd.
- Jury Assembly Room – 17780 Arrow Blvd.
- Probation (1st Floor) – 17730 Arrow Blvd.
- Probation (2nd Floor) – 17730 Arrow Blvd.

On May 19, 2020 (Item No. 44), the Board ratified Amendment No. 1 to Contract 18-663 with Santa Fe Building Maintenance to increase the contract amount by an amount not to exceed \$40,000 for as-needed unforeseen expenses resulting from the State of Emergency (COVID-19), increasing the total contract amount by \$40,000 to a total not to exceed \$524,020, with no change to the contract term, on the premises known as Lot 1, located at 17780 Arrow Blvd., Fontana, and 17730 Arrow Blvd., Fontana, signed by the Chief Executive Officer on May 7, 2020.

PROCUREMENT

This contract, with its original term from October 1, 2018 through September 30, 2021, was the result of a competitive procurement based on Santa Fe Building Maintenance 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 18-663 with Santa Fe Building Maintenance will increase the contract amount to a total not to exceed \$584,020. Section 9.A of the Contract permits the County to adjust service locations subject to Board approval of the amended contract.

REVIEW BY OTHERS

This item has been reviewed by County Council (Katherine M. Hardy, Deputy County Counsel, 387-5437) on April 5, 2021; Purchasing (Bruce Cole, Lead Buyer, 387-2148) on April 6, 2021; Finance (Carl Lofton, Administrative Analyst, 387-5404) on April 19, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on April 19, 2021.

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Building Maintenance for Custodial Services in Fontana
May 4, 2021**

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

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Col. Paul Cook (Ret.)

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 4, 2021



cc: RESD/FMD - Ayala w/agree
Contractor - C/O RESD/FMD w/agree
File - w/agree
CCM 05/10/2021