

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

September 14, 2021

FROM

TERRY W. THOMPSON, Director, Real Estate Services Department - Facilities Management

SUBJECT

Contract with General Building Management Co. for Custodial Services in the Area Identified as Zone 1 East High Desert

RECOMMENDATION(S)

Approve a five-year **Contract No. 21-666** with General Building Management Co. in the amount not to exceed \$1,480,420, for the period of November 1, 2021 through October 31, 2026, to provide custodial services for 13 locations in the area identified as Zone 1 East High Desert. (Presenter: Terry W. Thompson, 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 San Bernardino County (County) - owned buildings will not require additional Discretionary General Funding (Net County Cost). The total cost of the five-year contract with General Building Management Co., to provide routine custodial services for 13 locations in the area identified as Zone 1 East High Desert is \$1,230,420 for the period of November 1, 2021 through October 31, 2026 (\$20,507 per month x 60 months). The contract also includes the not-to-exceed amount of \$250,000 for emergency or other pandemic services. The County department receiving emergency services will be responsible for seeking reimbursement. The annual costs are reflected below:

<u>Fiscal Year</u>	<u>Annual Cost</u>
November 1, 2021 – June 30, 2022 (8 months)	\$ 164,056
July 1, 2022 – June 30, 2023 (12 months)	\$ 246,084
July 1, 2023 – June 30, 2024 (12 months)	\$ 246,084
July 1, 2024 – June 30, 2025 (12 months)	\$ 246,084
July 1, 2025 – June 30, 2026 (12 months)	\$ 246,084
July 1, 2026 – October 31, 2026 (4 months)	\$ 82,028
Not-to-Exceed Amount – Emergency	\$ 250,000
Total Cost	\$1,480,420

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September 14, 2021**

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 charged a per-square-foot cost for custodial services. Sufficient appropriation is included in the 2021-22 Real Estate Services Department – Facilities Management (RES-D-FM) budget (7303001000) and will be included in future recommended budgets.

BACKGROUND INFORMATION

RES-D-FM is responsible for providing custodial services for County-owned and some leased facilities.

An additional 80 locations in the County require custodial services, both routine custodial services and COVID related services with specific approval by the County. Given the number of buildings in the County that require service, the geographical size of the County, and the lack of additional available employee resources, the County has contracted with vendors to provide custodial services to these 80 locations for approximately 20 to 30 years, depending on the location.

RES-D-FM recently changed its approach to contracting for the custodial services at these 80 locations in order to reduce the number of contracts requiring administration, increase efficiency, elevate quality of services and reduce costs. RES-D-FM divided the County into six custodial zones with the intent of having six contracts only, rather than approximately 60. This change in approach does not expand the contracted services and will not result in a reduction of employee resources.

The recommended contract, in an amount not to exceed \$1,480,420, is necessary given the status of available employee resources, and will serve the economic interests of the County. Contracts for each of the remaining five zones will be presented separately, with each having an individual Board agenda item.

San Bernardino County currently does not have available employee resources to complete the custodial work required to serve 13 locations in the area identified as Zone 1 East High Desert, and San Bernardino County's economic interests are served by approval of the recommended contract.

Approval of this item will award one five-year contract to General Building Management Co., in an amount not to exceed \$1,480,420, to provide custodial services for 13 County-owned buildings in the area identified as Zone 1 East High Desert.

PROCUREMENT

On December 28, 2020, RES-D-FM issued a Request for Proposals (RFP) FMD121-FM-4028 through the San Bernardino County Electronic Procurement Network (ePro) and sent notification of the RFP via e-mail. Proposals are evaluated based on qualifications and experience, technical review, cost and references and awarded based on overall evaluation of proposal. Proposals must be valid for 180 days. Contractors must meet minimum requirements to be awarded a contract, including five years continuous experience, current business license, no outstanding or pending complaints with the Better Business Bureau, the State Department of Consumer Affairs or the County, and have or be able to obtain the required insurance.

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September 14, 2021**

The RFP was issued for Zone 1 East High Desert for the following County-owned buildings:

<u>Building ID</u>	<u>Location</u>	<u>Address</u>
BAR001	Barstow Sheriff Station	225 E. Mt. View, Barstow
BAR002	Barstow Courthouse	235 E. Mt. View, Barstow
BAR003	Barstow County Complex	301 E. Mt. View, Barstow
BAR004	Barstow Public Health	303 E. Mt. View, Barstow
BAR038	Barstow WIC Facility	301 E. Mt. View, Barstow
BAR043	Barstow Probation	1300 E. Mt. View, Barstow
TRO001	Trona Sheriff	13215 Jones St., Trona
TRO002	Trona Public Health – HSS	13207 Jones St., Trona
NEE002	Needles Sheriff	1111 Bailey Ave., Needles
NEE004	Needles County Complex/Courts	1111 Bailey Ave., Needles
NEE002	Needles Courthouse	1111 Bailey Ave., Needles
NEE501	Needles Public Health	1406 Bailey Ave., Needles
NEE511	Needles Behavioral Health	1600 Bailey Ave., Needles

Mandatory job walks were conducted on February 2, 4, and 9, 2021 and attended by five vendors. RESD-FM received the following five proposals:

<u>Vendor</u>	<u>Proposal (Per Year)</u>	<u>Location</u>
General Building Management Co.	\$ 247,164	Commerce
Servicon Systems Inc.	\$ 347,922	Culver City
Santa Fe Building Maintenance	Disqualified	Chino Hills
Nelsen's Janitorial	Disqualified	Palm Springs
Base Hill Inc.	Disqualified	Santa Fe Springs

Eight evaluators considered proposals based on the previously described criteria. At the conclusion of the evaluation process, the evaluators identified General Building Management Co. as the proposer that will provide the best value and quality to the County in performing the required custodial services. RESD-FM recommends the Board of Supervisors (Board) award a contract to General Building Management Co. in the amount of \$1,480,420 for the period of November 1, 2021 through October 31, 2026, to provide custodial services at 13 locations in the area identified as Zone 1 East High Desert.

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, 387-5437) on August 20, 2021; Purchasing (Bruce Cole, Lead Buyer, 387-2148) on August 27, 2021; Real Estate Services Department – Facilities Management (Kevin Ryan, Assistant Director, 387-3199) on August 18, 2021; Real Estate Services Department (Jennifer Costa, Assistant Director, 387-5380) on August 18, 2021; Finance (Carl Lofton, Administrative Analyst, 387-5404) on August 27, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on August 27, 2021.p

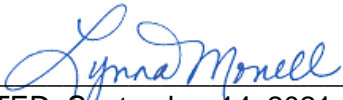
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 14, 2021



cc: RESD/FMD- Ayala w/agree
Contractor- C/O RESD/FMD w/agree
File- w/agree
LA 09/21/2021