

**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 RNA of Ann Arbor Incorporated dba RNA Facilities Management for Custodial Services in the Area Identified as Zone 6 East San Bernardino

**RECOMMENDATION(S)**

Approve a five-year **Contract No. 21-667** with RNA of Ann Arbor Incorporated dba RNA Facilities Management in the amount not to exceed \$5,154,380 for the period of November 1, 2021 through October 31, 2026, to provide custodial services for 15 locations in the area identified as Zone 6 East San Bernardino.

(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 RNA of Ann Arbor Incorporated dba RNA Facilities Management, to provide routine custodial services for 15 locations in the area identified as Zone 6 East San Bernardino, is \$4,504,380 for the period of November 1, 2021 through October 31, 2026 (\$75,073 per month x 60 months). The contract also includes the not-to-exceed amount of \$650,000 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)	\$ 600,584
July 1, 2022 – June 30, 2023 (12 months)	\$ 900,876
July 1, 2023 – June 30, 2024 (12 months)	\$ 900,876
July 1, 2024 – June 30, 2025 (12 months)	\$ 900,876
July 1, 2025 – June 30, 2026 (12 months)	\$ 900,876
July 1, 2026 – October 31, 2026 (4 month)	\$ 300,292
Not-to-Exceed Amount – Emergency	<u>\$ 650,000</u>
<b>Total Cost</b>	<b><u>\$5,154,380</u></b>

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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 \$5,154,380, 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 15 locations in the area identified as Zone 6 East San Bernardino, 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 RNA of Ann Arbor Incorporated dba RNA Facilities Management, in an amount not to exceed \$5,154,380, to provide custodial services for 15 County-owned buildings in the area identified as Zone 6 East San Bernardino.

**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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The RFP was issued for Zone 6 East San Bernardino for the following County-owned buildings:

<u>Building ID</u>	<u>Location</u>	<u>Address</u>
RED002	Redlands PSD Admin	222 Brookside Ave., Redlands
RED003	Redlands Museum	2024 Orange Tree Ln., Redlands
RED519	Redlands Public Health WIC	800 Lugonia St., Ste. K, Redlands
SAB001	Hall of Records-Assessor	222 W. Hospitality Ln., San Bernardino
SAB004	Sheriff Crime Lab	200 South Lena Rd., San Bernardino
SAB004A	Sheriff Scientific Investigation	711 E. Rialto Ave., San Bernardino
SAB005	San Bernardino Coroner	175 South Lena Rd., San Bernardino
SAB006	GSA Building	777 Rialto Ave., San Bernardino
SAB149	Autism Assessment Ctr	1499 Tippecanoe St., San Bernardino
SAB160	County Fire Svc-Training	2824 East "W" St., San Bernardino
SAB180	Auditor-Controller-Tax Collector	268 W. Hospitality Ln., San Bernardino
SAB193	Sheriff Aviation	199 N. Hanger Way, San Bernardino
SAB604	Assessor Archives	1808 Commerce Center Dr., San Bernardino
SAB607	HSS Warehouse	1140 E. Cooley Ave., San Bernardino
SAB611	ROV/PERC Warehouse	295 E. Caroline St. Ste., San Bernardino

Mandatory job walks were conducted on March 16, 18, 23, 25, 30 and April 1, 2021 and attended by 10 vendors. One vendor failed to attend all mandatory job walks and was disqualified; no protests have been received. RESD-FM received the following nine proposals:

<u>Vendor</u>	<u>Proposal (Per Year)</u>	<u>Location</u>
Nelsen's Janitorial Service	Disqualified	Palm Springs
Joncowest	\$ 876,840	Pasadena
RNA of Ann Arbor Incorporated dba RNA Facilities Management	\$ 900,876	Riverside
Santa Fe Building Maintenance	\$ 962,256	Chino Hills
General Building Management	\$ 976,600	Commerce
Executive Facilities Services	\$ 990,138	Riverside
Williams & Associates	\$ 995,700	Ontario
Allied Universal	\$1,064,516	Santa Ana
Base Hill Inc.	\$1,140,702	Santa Fe Springs
Servicon Systems Inc.	\$1,225,229	Culver City

Eight evaluators considered proposals based on the previously described criteria. At the conclusion of the evaluation process, the evaluators identified RNA of Ann Arbor Incorporated dba RNA Facilities Management 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 RNA of Ann Arbor Incorporated dba RNA Facilities Management, in the amount of \$5,154,380 for the period of November 1, 2021 through October 31, 2026, to provide custodial services at 15 locations in the area identified as Zone 6 East San Bernardino.

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.

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**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, Supervising 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.

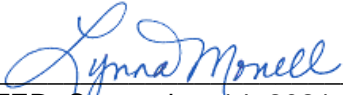
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Record of Action of the Board of Supervisors  
San Bernardino County

**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  
Contractor- C/O RESD/FMD w/agree  
File- w/agree  
LA 09/21/2021