

**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 Guadalupe Medina dba Santa Fe Building Maintenance for Custodial Services in the Area Identified as Zone 4 West San Bernardino

**RECOMMENDATION(S)**

Approve a five-year **Contract No. 21-670** with Guadalupe Medina dba Santa Fe Building Maintenance in the amount not to exceed \$4,949,260 for the period of November 1, 2021 through October 31, 2026, to provide custodial services for 13 locations in the area identified as Zone 4 West 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 Guadalupe Medina dba Santa Fe Building Maintenance, to provide routine custodial services for 13 locations in the area identified as Zone 4 West San Bernardino, is \$4,399,260 for the period of November 1, 2021 through October 31, 2026 (\$73,321 per month x 60 months). The contract also includes the not-to-exceed amount of \$550,000 for emergency or other pandemic services. The County department receiving emergency services will be responsible for seeking reimbursement. The annual cost are reflected below:

<u>Fiscal Year</u>	<u>Annual Cost</u>
November 1, 2021 – June 30, 2022 (8 months)	\$ 586,568
July 1, 2022 – June 30, 2023 (12 months)	\$ 879,852
July 1, 2023 – June 30, 2024 (12 months)	\$ 879,852
July 1, 2024 – June 30, 2025 (12 months)	\$ 879,852
July 1, 2025 – June 30, 2026 (12 months)	\$ 879,852
July 1, 2026 – October 31, 2026 (4 months)	\$ 293,284
Not-to-Exceed Amount – Emergency	<u>\$ 550,000</u>
<b>Total Cost</b>	<b><u>\$4,949,260</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 \$4,949,260, 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 4 West 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 Guadalupe Medina dba Santa Fe Building Maintenance, in an amount not to exceed \$4,949,260, to provide custodial services for 13 County-owned buildings in the area identified as Zone 4 West 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 4 West San Bernardino for the following County-owned buildings:

<u>Building ID</u>	<u>Location</u>	<u>Address</u>
DEV001	Devore Animal Shelter	19777 Shelter Way, Devore
DEV009	SB Sheriff Admin, Lobby & Classrooms	18000 Institution Rd., Devore
DEV079	Emergency Vehicle Operations Center	18958 Institution Rd., Devore
FON010	Fontana Courthouse	17780 Arrow Blvd., Fontana
FON011	Fontana Probation	17730 Arrow Blvd., Fontana
FON017	County Fire	15380 San Bernardino Ave., Fontana
FON057	Wellspring Center – DBH	15217 San Bernardino Ave., Fontana
FON058	Merrill Center – DBH	14677 Merrill Ave., Fontana
FON900	Fontana Jury Assembly Rm	17780 Arrow Blvd., Fontana
RAN001	Rancho Cucamonga Courthouse	8303 Haven Ave., Rancho Cucamonga
RAN007	Probation Training Center	9478 Etiwanda Ave., Rancho Cucamonga
RAN033	County Building	8575 Haven Ave., Rancho Cucamonga
UPL003	County Fire	475 N. Second St., Upland

Mandatory job walks were conducted on February 25, March 2 and 4, 2021 and attended by nine vendors. One vendor failed to attend all mandatory job walks and was disqualified; no protests have been received. RESD-FM received the following eight proposals:

<u>Vendor</u>	<u>Proposal (Per Year)</u>	<u>Location</u>
Servicon Systems Inc.	Disqualified	Culver City
Nelsen's Janitorial	\$ 761,695	Palm Springs
Executive Facility Services	\$ 811,859	Riverside
RNA	\$ 849,576	Riverside
Guadalupe Medina dba Santa Fe Building Maintenance	\$ 879,852	Chino Hills
Allied Universal	\$ 892,486	Santa Ana
JJ Property Maintenance	\$ 904,824	Pasadena
Williams & Associates	\$ 982,608	Ontario
Base Hill Inc.	\$1,084,721	Santa Fe Springs

Eight evaluators considered proposals based on the previously described criteria. At the conclusion of the evaluation process, the evaluators identified Guadalupe Medina dba Santa Fe Building Maintenance 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 Santa Fe Building Maintenance, in the amount of \$4,949,260 for the period of November 1, 2021 through October 31, 2026, to provide custodial services at 13 locations in the area identified as Zone 4 West 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.

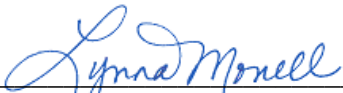
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Record of Action of the Board of Supervisors  
San Bernardino County

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