

**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 Executive-Suite Services, Inc. for Custodial Services in the Area Identified as Zone 5 Central San Bernardino

RECOMMENDATION(S)

Approve a five-year **Contract No. 21-684** with Executive-Suite Services, Inc. in the amount not to exceed \$4,538,132 for the period of November 1, 2021 through October 31, 2026, to provide custodial services for 17 locations in the area identified as Zone 5 Central 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 Executive-Suite Services, Inc., to provide routine custodial services for 17 locations in the area identified as Zone 5 Central San Bernardino, is \$3,888,132 for the period of November 1, 2021 through October 31, 2026 (\$64,802.20 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)	\$ 518,417.60
July 1, 2022 – June 30, 2023 (12 months)	\$ 777,626.40
July 1, 2023 – June 30, 2024 (12 months)	\$ 777,626.40
July 1, 2024 – June 30, 2025 (12 months)	\$ 777,626.40
July 1, 2025 – June 30, 2026 (12 months)	\$ 777,626.40
July 1, 2026 – October 31, 2026 (4 months)	\$ 259,208.80
Not-to-Exceed Amount – Emergency	\$ 650,000.00
Total Cost	\$ 4,538,132.00

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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 \$4,538,132, is necessary given the current 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 17 locations in the area identified as Zone 5 Central 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 Executive-Suite Services, Inc. in an amount not to exceed \$4,538,132, to provide custodial services for 17 County-owned buildings in the area identified as Zone 5 Central 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 5 Central San Bernardino for the following County-owned buildings:

<u>Building ID</u>	<u>Location</u>	<u>Address</u>
COL010	Sheriff NARCO	1020 Cooley Dr., Colton
COL514	Colton Public Health WIC	292 East "O" St., Colton
RIA002	Sheriff Communication	1771 Miro Way, Rialto
RIA003	Office of Emergency Services	1743 Miro Way, Rialto
RIA008	CONFIRE Dispatch	1743 Miro Way, Rialto
RIA011	CONFIRE Modular	1743 Miro Way, Rialto
RIA012	ISD Trailer	1743 Miro Way, Rialto
RIA512	Rialto Public Health WIC	1515 Riverside Ave., Rialto
SAB043	Gateway Facility	740 E. Gilbert St., San Bernardino
SAB050	Children Assess Center	700 E. Gilbert St., San Bernardino
SAB089	Youth Justice Center	900 E. Gilbert St., San Bernardino
SAB156	District Attorney	303 West Third St., San Bernardino
SAB170	Central Juvenile Detention Center	900 East Gilbert St., San Bernardino
SAB190	Probation Department	150 W. 5th St., San Bernardino
SAB192	Casa Paseo Center DBH	720 East Gilbert St., San Bernardino
SAB194	San Bernardino County Fire Protection District	200 East 3 rd St., San Bernardino
SAB207	Windsor Crisis Center DBH	1481 N. Windsor St., San Bernardino

Mandatory job walks were conducted on March 9, 11 and 18, 2021 and attended by 11 vendors. RESD-FM received the following 11 proposals:

<u>Vendor</u>	<u>Proposal (Per Year)</u>	<u>Location</u>
Executive-Suite Services	\$ 777,626	Riverside
RNA	\$ 796,872	Riverside
Nelsen's Janitorial	\$ 841,440	Palm Springs
Santa Fe Building Maintenance	\$ 865,224	Chino Hills
JoncoWest	\$ 874,188	Eastvale
General Building Management	\$ 921,420	Commerce
JJ Property Maintenance	\$ 972,972	Pasadena
Williams & Associates	\$1,000,716	Ontario
Allied Universal	\$1,002,323	Santa Ana
Base Hill Inc.	\$1,147,764	Santa Fe Springs
Servicon Systems Inc.	\$1,167,158	Culver City

Eight evaluators considered proposals based on the previously described criteria. At the conclusion of the evaluation process, the evaluators identified Executive-Suite Services, Inc. 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 Executive-Suite Services, Inc. in the amount of \$4,538,132 for the period of November 1, 2021 through October 31, 2026, to provide custodial services at 17 locations in the area identified as Zone 5 Central San Bernardino.

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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, 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.

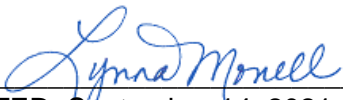
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Record of Action of the Board of Supervisors
San Bernardino County

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
CCM 09/23/2021