



County of San Bernardino

Legislation Text

File #: 3190, Agenda Item #: 32

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

November 17, 2020

FROM

MARIE GIRULAT, Director, Department of Child Support Services

SUBJECT

Amendment to SAP Contract with Santa Fe Maintenance for Custodial Services

RECOMMENDATION(S)

Approve Amendment No. 2, effective December 1, 2020, to Agreement No. 4400012411 with Santa Fe Maintenance for custodial services, increasing the contract amount by \$214,083, from \$417,717 to \$631,800, with no change to the contract period of July 1, 2019 through June 30, 2022.

(Presenter: Marie Girulat, Director, 478-6949)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The increase of \$214,083 to the total contract amount of \$631,800 for these custodial services is funded by State Department of Child Support Services grant funding and by Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. Adequate appropriation and revenue have been included in the Department of Child Support Services' (DCSS) 2020-21 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

DCSS utilizes contracted custodial services to maintain cleanliness and remain in compliance with Health and Safety regulations. On July 19, 2019, as the result of the formal procurement, the Purchasing Agent approved a contract with Santa Fe Maintenance for custodial services at the DCSS location in Loma Linda, in the total amount of \$378,036, for the contract period of July 1, 2019 through June 30, 2022.

The COVID-19 virus originated in late 2019. On March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency as a result of the COVID-19 outbreak due to the rising number of confirmed cases and anticipated complications for those infected. On March 10, 2020, the County Public Health Officer declared a local health emergency to help ensure county government and the public were prepared for the possibility that COVID-19 would appear within the county. On March 10, 2020 (Item No. 75), the Board proclaimed the existence of a local emergency within San Bernardino County resulting from COVID-19, which causes infectious disease resulting in symptoms of fever, coughing and shortness of breath with outcomes ranging from mild to severe illness and in some cases, death.

On June 29, 2020, as the result of additional Center for Disease Control and Prevention recommended cleaning services needed related to the COVID-19 pandemic, Purchasing approved Amendment No. 1, effective July 1, 2020, to the contract with Santa Fe Maintenance adding COVID-19 State of Emergency cleaning services, and increasing the contract amount by \$39,681 to \$417,717, with no change to the contract period of July 1, 2019 through June 30, 2022.

Per County Policy No. 11-04, the Purchasing Agent may approve the competitive and non-competitive purchase of services where the annual aggregate cost, per scope of services, per vendor, per agency, department, or Board-governed Special District does not exceed the amount authorized by Government Code section 25502.5 (currently \$200,000). Any contract exceeding that amount during a single annual period must be approved by the Board of Supervisors. Due to the prolonged nature of this pandemic with no estimated end date, DCSS estimates the total amount of this contract will exceed the Purchasing Agent's authority as early as December 2020. The recommended Amendment No. 2 to the contract with Santa Fe Maintenance will ensure CDC recommended cleaning continues as needed through June 30, 2022.

On July 19, 2019, as the result of the formal procurement, the Purchasing Agent approved the SAP Contract No. 4400012411 with Santa Fe Maintenance, in the total amount of \$378,036, for the contract period of July 1, 2019 through June 30, 2022. Amendment No. 1 to this SAP Contract was approved by the Purchasing Agent effective July 1, 2020, increasing the contract amount by \$39,681 to a new total of \$417,717, with no change to the contract period.

PROCUREMENT

On April 18, 2019, the County Administrative Office approved and authorized the release of a Request for Proposals (RFP HS 19-09/ePro Bid #DCSS19-DCSS-3327) through the County's Electronic Procurement Network (ePro) to solicit proposals from interested and qualified agencies to provide custodial services to DCSS. Two proposals were received. After evaluation and cost analysis, Santa Fe Maintenance was awarded the contract.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on October 6, 2020; County Counsel (Jacqueline Carey-Wilson, Deputy County Counsel, 387-5455) on October 28, 2020; Purchasing (Michelle Churchill, Supervising Buyer, 387-2070) on October 28, 2020; Finance (Christopher Lange, Administrative Analyst, 386-8393) on October 29, 2020; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on October 29, 2020.