



# San Bernardino County

## Legislation Text

**File #: 4767, Agenda Item #: 43**

### 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 2 West High Desert

#### **RECOMMENDATION(S)**

Approve a five-year contract with Guadalupe Medina dba Santa Fe Building Maintenance in the amount not to exceed \$3,964,140, for the period of November 1, 2021 through October 31, 2026, to provide custodial services for 14 locations in the area identified as Zone 2 West 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 Santa Fe Building Maintenance, to provide routine custodial services for 14 locations in the area identified as Zone 2 West High Desert, is \$3,364,140 for the period of November 1, 2021 through October 31, 2026 (\$56,069 per month x 60 months). The contract also includes the not-to-exceed amount of \$600,000 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)	\$ 448,552
July 1, 2022 - June 30, 2023 (12 months)	\$ 672,828
July 1, 2023 - June 30, 2024 (12 months)	\$ 672,828
July 1, 2024 - June 30, 2025 (12 months)	\$ 672,828
July 1, 2025 - June 30, 2026 (12 months)	\$ 672,828
July 1, 2026 - October 31, 2026 (4 months)	\$ 224,276
Not-to-Exceed Amount - Emergency	<u>\$ 600,000</u>
<b>Total Cost</b>	<b>\$3,964,140</b>

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 \$3,964,140, 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 14 locations in the area identified as Zone 2 West 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 Guadalupe Medina dba Santa Fe Building Maintenance, in an amount not to exceed \$3,964,140, to provide custodial services for 14 County-owned buildings in the area identified as Zone 2 West 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.

The RFP was issued for Zone 2 West High Desert for the following County-owned buildings:

<u>Building ID</u>	<u>Location</u>	<u>Address</u>
ADE505	Adelanto VV Sheriff	11613 Bartlett Ave., Adelanto
ADE506	Adelanto Public Health	11336 Bartlett Ave., Adelanto
APP013	Apple Valley Hanger	21601 Corwin Rd., Apple Valley
APP019	High Desert Juvenile Detention Center	21101 Dale Evans Pkwy., Apple Valley
HES016	Victor Valley Sanitation Office	17470 Alder St., Hesperia
HES023	Jerry Lewis County Government Center	15900 Smoketree St., Hesperia

HES510	Hesperia Behavioral Health	11951 Hesperia Rd., Hesperia
HES518	Hesperia WIC	14135 Main St., Hesperia
LUC505	Lucerne Valley Sheriff	32818 Verdugo Rd., Lucerne Valley
PHE501	Phelan Sheriff Station	4050 Phelan Rd., Phelan
VIC001	Victorville Courthouse	14455 Civic Dr., Victorville
VIC039	Victorville District Attorney	15371 Civic Dr., Victorville
VIC043	Desert Hill Center	16552 Sunhill Dr., Victorville
VIC551	Victorville TAD Facility	15030 Palmdale Rd., Victorville

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

<u>Vendor</u>	<u>Proposal (Per Year)</u>	<u>Location</u>
Nelsen's Janitorial	\$ 630,058	Palm Springs
Santa Fe Building Maintenance	\$ 672,828	Chino Hills
General Building Management	\$ 688,560	Commerce
JJ Property Maintenance	\$ 776,982	Pasadena
Servicon Systems Inc.	\$1,054,544	Culver City

Eight evaluators considered proposals based on the previously described criteria. At the conclusion of the evaluation process, the evaluators identified 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 \$3,964,140 for the period of November 1, 2021 through October 31, 2026, to provide custodial services at 14 locations in the area identified as Zone 2 West 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, 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.