File #: 4768, **Agenda Item #:** 44

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 3 Mountain Area

RECOMMENDATION(S)
Approve a five-year contract with Guadalupe Medina dba Santa Fe Building Maintenance in the amount not to exceed $1,880,560 for the period of November 1, 2021 through October 31, 2026, to provide custodial services for eight locations in the area identified as Zone 3 Mountain Area.
(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 eight locations in the area identified as Zone 3 Mountain Area, is $1,630,560 for the period of November 1, 2021 through October 31, 2026 ($27,176 per month x 60 months). The contract also includes the not-to-exceed amount of $250,000 for emergency or other pandemic services. The County department receiving emergency services will be responsible for seeking reimbursement. The annual costs are reflected below:

Fiscal Year	Annual Cost
November 1, 2021 - June 30, 2022 (8 months)	$ 217,408
July 1, 2022 - June 30, 2023 (12 months)	$ 326,112
July 1, 2023 - June 30, 2024 (12 months)	$ 326,112
July 1, 2024 - June 30, 2025 (12 months)	$ 326,112
July 1, 2025 - June 30, 2026 (12 months)	$ 326,112
July 1, 2026 - October 31, 2026 (4 months)	$ 108,704
Not-to-Exceed Amount - Emergency	$ 250,000
Total Cost	**$1,880,560**

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 (RESD-FM) budget (7303001000) and will be included in future recommended budgets.

BACKGROUND INFORMATION

RESD-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.

RESD-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. RESD-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 $1,880,560, 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 eight locations in the area identified as Zone 3 Mountain Area, 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 $1,880,560, to provide custodial services for eight County-owned buildings in the area identified as Zone 3 Mountain Area.

PROCUREMENT

On December 28, 2020, RESD-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 3 Mountain Area for the following County-owned buildings:

Building ID	Location	Address
29P502	Twentynine Palms WIC	6527 Desert Queen, Twentynine Palms
BGL003	Big Bear Sheriff	477 Summit Blvd., Big Bear
BGL004	Big Bear Court	477 Summit Blvd., Big Bear
JOS001	Morongo Courthouse	6527 White Feather Rd., Joshua Tree

JOS022	Bob Burke Joshua Tree Government Center	63665 Twentynine Palms Hwy., Joshua Tree
JOS025	Morongo Oasis Center, DBH	60805 Twentynine Palms Hwy., Joshua Tree
TWI001	Twin Peaks County Complex and Sheriff	26010 State Hwy. 189, Twin Peaks
YVL507	South Desert County Fire	57485 Aviation Ave., Yucca Valley

Mandatory job walks were conducted on February 18 and 23, 2021 and attended by seven vendors. RESD-FM received the following seven proposals:

Vendor	Proposal (Per Year)	Location
Nelsen's Janitorial	$294,078	Palm Springs
General Building Management	$323,160	Commerce
Guadalupe Medina dba Santa Fe Building Maintenance	$326,112	Chino Hills
JJ Property Maintenance	$362,196	Pasadena
Base Hill Inc.	$374,937	Santa Fe Springs
Williams and Associates	$384,026	Ontario
Servicon Systems Inc.	$462,953	Culver City

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 $1,880,560 for the period of November 1, 2021 through October 31, 2026, to provide custodial services at eight locations in the area identified as Zone 3 Mountain Area.

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.