AGENDA STAFF REPORT

Control: 26001744

MEETING DATE:	11/03/2026
LEGAL ENTITY TAKING ACTION:	Board of Supervisors
BOARD OF SUPERVISORS DISTRICT(S):	District 2
SUBMITTING AGENCY/DEPARTMENT:	Sheriff-Coroner
DEPARTMENT CONTACT PERSON(S):	Brian Wayt, 714-647-1803 Dave Fontneau, 714-704-7919

SUBJECT: Retroactively Renew Amendment Number Four with US Metro Group, Inc.

CEO CONCUR	COUNTY COUNSEL REVIEW	CLERK OF THE BOARD
Concur	Approve agreement to form	DISCUSSION 3 Votes Board Majority

Budgeted: Yes	**Current Year Cost:** $228,288	**Annual Cost:** FY 2027-28 $46,712
Staffing Impact: No		**Sole Source:** No
Current Fiscal Year Revenue: N/A	**Funding Source:** GF: 100%	**County Audit in Last 3 years:** No
Levine Act Review Completed? Yes		
Prior Board Action: 2/27/2024 #21		

RECOMMENDED ACTION(S):

Retroactively authorize the County Procurement Officer or Deputized designee to execute Amendment Number Four to the contract with US Metro Group, Inc. for Janitorial Services at the Sheriff-Coroner Department's Technology Building, to extend the current term by one-year and to increase the current contract amount of $1,100,000, by $275,000, for a new not to exceed amount of $1,375,000, effective September 1, 2026, through August 31, 2027.

SUMMARY:

Retroactive approval of Amendment Number Four to the contract with US Metro Group, Inc. for Janitorial Services at the Technology Building located at 1382 Bell Ave., Tustin, CA 92780, will support a safe and healthy environment for the Sheriff-Coroner Department Information Technology staff, and the public.

BACKGROUND INFORMATION:

Janitorial services are required in all County of Orange (County) facilities to maintain the health and safety of the public and County staff. The Sheriff-Coroner Department (Sheriff) needs Janitorial Services at the Technology Building in order to maintain the health and safety of Sheriff staff, and the public. The restrooms must be sanitized daily, office areas dusted, glass cleaned and all trash receptacles emptied. Hard

surface flooring must be maintained to prevent slips and falls. In addition, toilet seats, male and female locker rooms must be swept and mopped. These janitorial services include the dusting and mopping of composition floors and high traffic areas, carpets that will be vacuumed weekly, dusting of desk and office furniture, the cleaning of table glass, emptying of wastebaskets and rubbish bins, the wiping of doors, doorknobs and switches to remove fingerprints and smudges. This amendment will continue to allow Sheriff to contract with US Metro Group, Inc. (US Metro) for janitorial services seven days a week. Due to the sensitive nature of Sheriff operations, these janitorial services will be performed in the presence and escort of a designated Sheriff employee, who may provide instruction or clarification regarding the janitorial services.

The table below shows the contract history with US Metro.

Board of Supervisors (Board) Approved	**Amendment Number or Contract**	**Contract Term**	**Contract Amount**	**Comments**
n/a	Contract	5/24/22 – 8/31/26	$30,000	Subordinate Contract approved administratively pursuant to County's 2021 Contract Policy Manual Section 3.3-102 (a).
n/a	One	5/24/22 – 8/31/26	$1,804,657	Amendment Number One approved administratively pursuant to County's 2021 Contract Policy Manual Section 3.3-112 (4) and increased by $1,804,657 in error.
n/a	Two	12/1/23 – 8/31/24	$200,000	Amendment Number Two approved administratively to decrease the contract not to exceed amount pursuant to County's 2021 Contract Policy Manual Section 3.3-102 (a).
2/27/24	Three	2/27/24 – 8/31/26	$900,000	Amendment Number Three was issued to add services to the Bell Building and to increase the contract amount by $900,000, was approved by the Board. The contract was initially increased by $1,804,657 (Amendment Number One) for additional services requested; upon further review, it was noted that the amendment required Board approval and was not obtained. Amendment Number Two was executed to decrease the not to exceed amount to fall within the non-Board approval threshold

Sheriff now requests retroactive Board approval to execute Amendment Number Four with US Metro to extend the contract for a one-year term effective September 1, 2026, through August 31, 2027, and to increase the contract not to exceed amount of $1.1 million by $275,000, for a new cumulative not to exceed amount of $1.375 million as noted in the Recommended Action. The $275,000 increase is needed since

Sheriff's subordinate contract is being extended to co-terminate with Regional Cooperative Agreement RCA-017-22010002 with an effective termination date of August 31, 2027. This contract is submitted for Board approval retroactively, as the services provided under the subordinate contract require AB339 review to determine whether impacts to labor exist. This is the last renewal year of the subordinate contract. Prior to contract expiration, the Sheriff plans to seek a Regional Cooperative Agreement or issue a solicitation to continue services. An analysis was completed to verify the contract provides County with persons specially trained, experienced, expert and competent to perform the special services in accordance with the law.

The Orange County Preference Policy (OCPP) was not applicable to this amendment. Contractors' performance has been confirmed as satisfactory. Sheriff has verified there are no concerns that must be addressed with respect to the contractor's ownership/name, litigation status or conflicts with County interests. This contractor does not currently include subcontractors or pass through to other providers. See Attachment B for the Contract Summary Form.

Compliance with CEQA: The proposed project was previously determined to be Categorically Exempt from CEQA pursuant to Section 15301 (Class 1) of the CEQA Guidelines on May 22, 2018, when it was originally approved. CEQA Guidelines Section 15301 provides for the exemption of maintenance and repair of existing public facilities.

FINANCIAL IMPACT:
Appropriations for the Contract are included in Budget Control 060 FY 2026-27 Budget and will be included in the budgeting process for future years. The proposed contract is contingent upon funding availability. In the event funding is reduced or terminated, the County may renegotiate the level of services and/or terminate the contract, as necessary.

STAFFING IMPACT:
N/A

REVIEWING AGENCIES/DEPARTMENTS:
N/A

ATTACHMENTS:
Attachment A - Amendment Number Four to Contract MA-060-22011603
Attachment B - Contract Summary