

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.16  
(ID # 29019)

**MEETING DATE:**  
Tuesday, October 21, 2025

**FROM :** FACILITIES MANAGEMENT

**SUBJECT:** FACILITIES MANAGEMENT: Housing and Workforce Solutions Riverside Family Shelter Roof Replacement Project - Approval of Notice of Completion for Best Contracting Services, Inc.; District 1. [\$11,197 – 100% Deferred Maintenance Projects Fund 11208 (Previously approved project budget)] (Clerk to Record Notice of Completion)

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Accept the Housing and Workforce Solutions Riverside Family Shelter Roof Replacement (HWS Family Shelter Roof) Project constructed by Best Contracting Services, Inc. (Best Contracting) of Gardena, California, as complete and authorize the Chairman of the Board to execute the Notice of Completion;
2. Direct the Clerk of the Board to record the attached Notice of Completion for the Project; and,
3. Authorize the release of the undisputed retained funds in the amount of \$11,197 to Best Contracting in accordance with the contract terms and applicable law, per the General Conditions of the contract.

**ACTION:**Policy, CIP


  
Vincent Yzaguirre 10/7/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: None  
Date: October 21, 2025  
xc: FM, Recorder

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 11,197	\$ 0	\$ 11,197	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Deferred Maintenance Projects Fund 11208 – 100% (Previously approved project budget)			<b>Budget Adjustment:</b> No <b>For Fiscal Year:</b> 2025/26	

**C.E.O. RECOMMENDATION:** [Approve]

**BACKGROUND:**

**Summary**

On August 27, 2024, the Board of Supervisors (Board) approved Item 3.28, in-principle as well as an aggregate project budget amount of \$11,000,000 for eleven (11) Facilities Management Deferred Maintenance Projects located throughout Riverside County. Facilities Management (FM) maintains an ongoing Deferred Maintenance list of building systems that require major renovation. The building systems are categorized into the following types: 1) Fire-Life-Safety, 2) Building Envelope, 3) Elevator, 4) Heating, Ventilation and Air Conditioning (HVAC), 5) Electrical, 6) Plumbing, 7) Building Maintenance, and 8) Parking Lot/Structure.

The HWS Family Shelter (Path of Life Family Shelter) Roof Project (Project) located at 2530 3rd Street, Riverside, California, 92507 is included among the approved list of deferred maintenance projects with an estimated Board approved budget amount of \$345,000. The scope of work for the Project included removal of the existing roof down to the deck, clearing of drains to ensure proper function, installation of a new roof system with new flashing, substrate, insulation, gypsum cover board, base sheet, self-adhering membrane, and WeatherWeld emulsion, which includes a 40-year warranty and a California Title 24 Roofing Compliant topcoat.

On August 27, 2024, the Board approved Item 3.25 for the construction contract for Job Order Contract (JOC) No. 020 between the County of Riverside (County) and Best Contracting Services, Inc. (Best Contracting). Pursuant to the contract, two JOC job orders were issued in the cumulative amount of \$223,934 for the Project. In addition, \$61,067 was executed for the design and engineering, plan-check and permitting, materials testing, and County Administration for the Project.

Best Contracting has completed the Project, and the work has been inspected and found to comply with the contract and safety requirements. This Board action will release the undisputed contract retention funds in the amount of \$11,197 to Best Contracting after the Notice of Completion has been recorded, per the contract terms and applicable law. The Project was completed under budget with an estimated savings of \$60,000.

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**Impact on Residents and Businesses**

The Path of Life Family Shelter Roof Project will prevent continued damage to the building and its interior finishes, ensuring continuous use of the facility and improving the health and safety conditions for visitors and occupants of this County facility.

**Additional Fiscal Information**

The JOC job orders issued pursuant to the Best Contracting contract are listed as follows:

JOB ORDER CONTRACT	DESCRIPTION	CONTRACT AMOUNT	RETAINED FUNDS
JOC020-39.2- FM08720013962.00	FM-HWS Riverside Roof Replacement Project	207,746	10,388
JOC020-39.2- FM08720013962.01	FM-HWS Riverside Roof Replacement Supplemental – plumbing improvements, relocation and raising of lines to accommodate new roof and warranty requirements.	16,188	809
<b>TOTAL</b>		<b>\$ 223,934</b>	<b>\$ 11,197</b>

All costs associated with this Board action were previously approved on August 27, 2024 (Item 3.28) and are 100% funded with Deferred Maintenance Projects Fund 11208 in the amount of \$345,000. Retained funds in the amount of \$11,197 are accounted for within the previously approved project budget and will be expended in FY2025/26; therefore, no budget adjustment is required.

Attachment:

- Notice of Completion for Best Contracting Services, Inc.

VY:TB:RM:DL:MB:mg                      FM08720013962                      MT Item#29019  
G:\Project Management Office\FORM 11'S\FORM 11's\_In Process\T21763\_D4 - 013962 - HWS Family Shelter Riv Roof  
Replacement Proj - NOC for Best Contracting\_102125.doc

  
Aaron Gettis, Chief of Deputy County Counsel                      10/7/2025

PLEASE COMPLETE THIS INFORMATION  
RECORDING REQUESTED BY:

KIMBERLY RECTOR, CLERK OF THE BOARD  
4080 LEMON STREET, 1<sup>ST</sup> FLOOR CAC  
P O BOX 1147 – RIVERSIDE, CA 92502

**MAIL STOP # 1010**

AND WHEN RECORDED MAIL TO:

**RETURN TO: STOP #1010**  
RIVERSIDE COUNTY CLERK OF THE BOARD  
P. O. BOX 1147 – RIVERSIDE, CA 92502

**2025-0325122**

10/22/2025 12:55 PM Fee: \$ 0.00

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Recorded in Official Records  
County of Riverside  
Peter Aldana  
Assessor-County Clerk-Recorder



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**THIS SPACE FOR RECORDERS USE ONLY**

**NOTICE OF COMPLETION**

(California Civil Code §§ 8100-8118, 9200-9208)

To be recorded with County Recorder within 15 days after completion.

Notice is hereby given by the undersigned owner, a public entity of the State of California, that a public work of improvement has been completed, as follows:

**Project title or description of work:** Housing and Workforce Solutions Riverside Family Shelter Roof Replacement Project - (JOC020-39.2-FM08720013962.00 and JOC020-39.2-FM08720013962.01)

**Date of Completion:** Date Hereof

**Nature of owner:** Public Entity

**Interest or estate of owner:** In Fee

**Address of owner:** Clerk of the Board of Supervisors, County Administrative Center,  
4080 Lemon St., Riverside, CA 92501

**Name/address of direct contractor:** Best Contracting Services, Inc., 19027 S. Hamilton Avenue, Gardena, CA 90248

**Street or legal description of site:** 2530 3rd Street, Riverside, CA 92507

**Dated:** 10/21/2025

Owner: County of Riverside  
(Name of Public Entity)

By: V. Manuel Perez  
V. Manuel Perez, Chairman, Board of Supervisors

STATE OF CALIFORNIA )

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COUNTY OF RIVERSIDE )

I am the Chairman of the governing board of the County of Riverside, the public entity which executed the foregoing notice and on whose behalf I make this verification; I have read this notice, know its contents, and the same is true. I certify under penalty of perjury that the foregoing is true and correct.

ATTEST: Kimberly Rector, Clerk

By: [Signature]  
Deputy

Executed at Riverside, California on 10/21/2025

V. Manuel Perez  
V. Manuel Perez, Chairman, Board of Supervisors

FORM APPROVED COUNTY COUNSEL  
BY KRISTINE BELL-VALDEZ  
DATE

PETER ALDANA  
COUNTY OF RIVERSIDE  
ASSESSOR-COUNTY CLERK-RECORDER

Recorder  
P.O. Box 751  
Riverside, CA 92502-0751  
(951) 486-7000

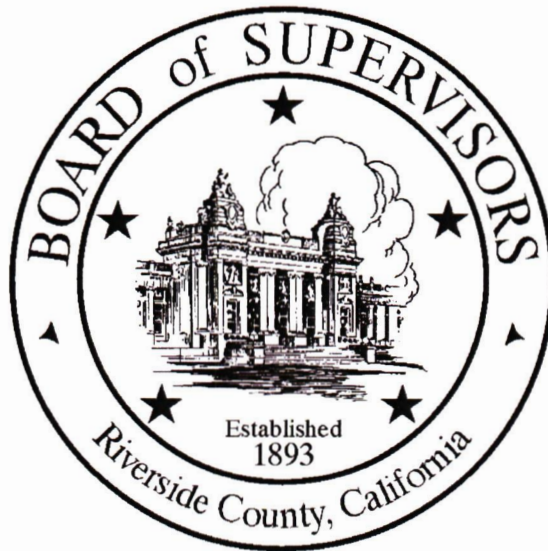
www.riversideacr.com

**CERTIFICATION**

Pursuant to the provisions of Government Code 27361.7, I certify under the penalty of perjury that the following is a true copy of illegible wording found in the attached document:

(Print or type the page number(s) and wording below):

CLARIFICATION FOR SEAL for the Riverside County Board of Supervisors  
(EMBOSSSED ON DOCUMENT)



Date: 10/21/2025

Signature: \_\_\_\_\_

Print Name: Whitney Mayo, Clerk of the Board Assistant