

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



**ITEM: 3.48
(ID # 29435)**

MEETING DATE:
Tuesday, December 09, 2025

FROM : SHERIFF-CORONER-PA

SUBJECT: SHERIFF-CORONER-PA: Ratify and Approve the Professional Services Agreement with Western States Design, Inc. for Planned Preventative Maintenance Program for Jail Laundry Equipment without seeking competitive bid for five (5) years, from July 1, 2025 through June 30, 2030. All Districts. [Total Cost \$649,000]; 100% Sheriff's Budget

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the Professional Services Agreement for Maintenance Program for Milnor Equipment at Sheriff Corrections Facilities between County of Riverside and Western States Design, Inc. (Agreement) for planned preventative maintenance for jail laundry equipment for a total aggregate amount of \$649,000 for five (5) years, from July 1, 2025 through June 30, 2030, and authorize the Chair of the Board to sign the Agreement on behalf of the County; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to: (a) issue Purchase Orders that do not exceed the total compensation approved by the Board for the Agreement; and (b) based on the availability of fiscal funding and as approved as to form by County Counsel, sign amendments, including modifications of the scope of services, that stay within the intent of the Agreement.

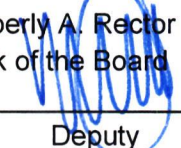
ACTION:Policy


Donald Sharp, Undersheriff 11/25/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Medina, seconded by Supervisor Gutierrez 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: December 9, 2025
xc: Sheriff

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 169,000	\$ 120,000	\$ 649,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Sheriff's Budget			Budget Adjustment:	No
			For Fiscal Year:	25/26-29/30

C.E.O. RECOMMENDATION: Approve

BR# 26-056

BACKGROUND:

Summary

The Riverside County Sheriff's Office (RSO) operates five jails throughout Riverside County. All inmate laundry services for these facilities are processed at the Larry D. Smith Correctional Facility (SCF), which handles approximately 160,000 pounds of laundry each month. This centralized processing hub supports a high volume of daily laundry, and the equipment requires consistent system reliability to maintain compliance with Title 15, Minimum Standards for Local Detention Facilities. Title 15 of the California Board of State and Community Corrections (BSCC) requires all washable items such as sheets, mattress covers, and towels to be exchanged for clean items at least once a week. It is important for RSO to be compliant with correctional regulations.

RSO recommends that the Board approve this Agreement with the vendor for planned preventative maintenance program. Per the manufacturer Pellerin Milnor Corporation, Western States Design, Inc. is the sole, certified and authorized dealer for sales and service for west coast of United States. Contracting with Western State Design is necessary as their technicians have specialized knowledge, replacement parts, and factory-authorized service procedures to ensure the laundry equipment will run at peak efficiency and will reduce the interruption of services for SCF. This maintenance program will support nine (9) Milner Commercial Washers, eight (8) Milnor Commercial Dryers and one (1) Milner Tunner Laundry Machine.

Price Reasonableness

RSO historically expenses approximately \$100k annually for laundry equipment repairs. An example of a repair occurred recently when RSO spent \$12,991 on an emergency repair of a major mechanical component of the laundry machine. The inoperable laundry machine caused strain on the other smaller machines that Larry D. Smith Correctional Facility utilizes because they had to operate beyond the recommended usage, requiring additional repairs. Proper and timely maintenance of these commercial washers and dryers will extend the useful life and delay the need for costly replacements. The useful life of properly maintained equipment is 25+ years. The smaller laundry machines can cost between \$18,653 and \$24,831 each, whereas the Milnor Tunnel laundry machine can cost anywhere between \$750,000 to \$850,000 to replace.

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STATE OF CALIFORNIA**

The annual cost of the planned preventative maintenance program is \$85,000, and this cost encompasses trip charges, labor, and lubricants, including oil changes to the washers semi-annually. RSO recommends that the Board approve the Maintenance Program for Milnor Equipment at Sheriff Corrections Facilities in the amount of \$120,000 annually to provide a maintenance program and any unforeseen repairs and the cost of parts and labor that fall outside of the planned maintenance service.

Impact on Residents and Businesses

Laundry Service is a critical component of the health, safety, and welfare of inmates housed within Riverside County's correctional facilities. A planned preventative maintenance program for laundry equipment ensures RSO remains in compliance with Title 15 while maintaining safe, sanitary operations. This proactive approach not only reduces repair costs and downtime but supports critical ongoing laundry service operations for all Sheriff Jail Facilities, including local businesses that partner with RSO for maintenance and supplies.

ATTACHMENTS:

1. Sole Source Justification
2. Professional Services Agreement

Melissa Curtis
Melissa Curtis, Deputy Director of Purchasing and Fleet

11/24/2025

Rebecca S Cortez
Rebecca S Cortez, Principal Management Analyst

12/2/2025

Aaron Gettis
Aaron Gettis, Chief of Deputy County Counsel

11/21/2025

PROFESSIONAL SERVICES AGREEMENT

for

**MAINTENANCE PROGRAM FOR MILNOR EQUIPMENT AT SHERIFF
CORRECTIONS FACILITIES**

between

COUNTY OF RIVERSIDE

and

WESTERN STATE DESGIN (WSD)



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This Agreement made and entered into on July 1, 2025 by and between Western State Design INC (WSD), a California Corporation, (herein referred to as "CONTRACTOR"), and the COUNTY OF RIVERSIDE, on behalf of its Riverside County Sheriff's Office PMO division, a political subdivision of the State of California, (herein referred to as "COUNTY"). The parties agree as follows:

1. Description of Services

1.1 CONTRACTOR shall provide all services as outlined and specified in Exhibit A,

1.2 CONTRACTOR represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. CONTRACTOR shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

1.3 CONTRACTOR affirms that it is fully apprised of all of the work to be performed under this Agreement; and the CONTRACTOR agrees it can properly perform this work at the prices stated in Exhibit B. CONTRACTOR is not to perform services or provide products outside of the Agreement.

1.4 Acceptance by the COUNTY of the CONTRACTOR's performance under this Agreement does not operate as a release of CONTRACTOR's responsibility for full compliance with the terms of this Agreement.

2. Period of Performance

2.1 This Agreement shall be effective on July 1, 2025 continues in effect through June 30th, 2030, unless terminated earlier. CONTRACTOR shall commence performance upon signature of this Agreement by both parties and shall diligently and continuously perform thereafter with a completion date of June 30th, 2030. The Riverside County Board of Supervisors is the only authority that may obligate the County for a multi-year agreement.

3. Compensation

3.1 The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed an aggregate amount of Six Hundred Forty Nine thousand Dollars \$649,000 during the Period of Performance, including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

3.2 No price increases will be permitted during the first year of this Agreement (If applicable). All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to the COUNTY. The COUNTY requires written proof satisfactory to COUNTY of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance notice in writing is required to request an annual increase to be considered and approved by COUNTY. Frequency of increase amount(s) shall not exceed more than one (1) request within each annual term of the Agreement. No retroactive price adjustments will be considered. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index- All Items -

Riverside-San Bernardino-Ontario CA and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors. Annual CPI increase will be calculated using the over-the-year percentage change most recent month/year data posted prior to the date of the annual increase written request and as provided by the U.S. Bureau of Labor Statistics.

3.3 A Purchase Order ("PO") will be issued by an authorized buyer for the service requested and/or goods ordering as it pertains to this Agreement. The PO will include, at minimum, line-item description, quantity, price, unit of measure, total purchase request, applicable taxes, Agreement reference as well as appropriate department information for scheduling and/or delivery.

3.4 CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. Prepare invoices in duplicate. For this Agreement, send the original and duplicate copies of invoices to:

County Of Riverside
Riverside County Sheriff's Office
Project Management Office (PMO)
3403 10TH St, 5th Floor
Riverside, CA 92501

- a) Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number (SHARC-93443-001-0630); quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.
- b) Invoices shall be rendered in arrears.

3.5 The COUNTY obligation for payment of this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of COUNTY funding from which payment can be made, and invoices shall be rendered in arrears. In the State of California, Government agencies are not allowed to pay excess interest and late charges, per Government Codes, Section 926.10. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

4. Alteration or Changes to the Agreement

4.1 The Board of Supervisors and the COUNTY Purchasing Agent and/or his/her designee are the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement unless otherwise directed by the COUNTY Board of Supervisors. If any such alteration causes an increase or decrease in SSJ#

the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

4.2 Any claim by the CONTRACTOR for additional payment related to this Agreement shall be made in writing by the CONTRACTOR within 30 days of when the CONTRACTOR has or should have notice of any actual or claimed change in the work, which results in additional and unanticipated cost to the CONTRACTOR. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, may authorize additional payment to the CONTRACTOR pursuant to the claim. Nothing in this section shall excuse the CONTRACTOR from proceeding with performance of the Agreement even if there has been a change.

5. Termination

5.1. COUNTY may terminate this Agreement without cause upon 30 days written notice served upon the CONTRACTOR stating the extent and effective date of termination.

5.2 COUNTY may, upon five (5) days written notice terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

5.3 After receipt of the notice of termination, CONTRACTOR shall:

- (a) Stop all work under this Agreement on the date specified in the notice of termination; and
- (b) Transfer to COUNTY and deliver in the manner as directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would have been required to be furnished to COUNTY.

5.4 After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement.

5.5 CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by CONTRACTOR; or in the event of CONTRACTOR's unwillingness or inability for any reason whatsoever to perform the terms of this Agreement. In such event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

5.6 If the Agreement is federally or State funded, CONTRACTOR cannot be debarred from the System for Award Management (SAM). CONTRACTOR must notify the COUNTY immediately of a debarment. CONTRACTOR to reference: System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

5.7 The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

6. Ownership/Use of Contract Materials and Products

The CONTRACTOR agrees that all materials, reports or products in any form, including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY. The material, reports or products may be used by the COUNTY for any purpose COUNTY deems to be appropriate, including, but not limit to, duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

7. Conduct of Contractor

7.1 The CONTRACTOR covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

7.2 The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement.

7.3 The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

8. Inspection of Service; Quality Control/Assurance

8.1 All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected; the COUNTY shall have the right to: (1) require the CONTRACTOR immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

8.2 CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a COUNTY representative or other regulatory official to monitor, assess, or evaluate CONTRACTOR's performance under this Agreement at any time, upon reasonable notice to the CONTRACTOR.

9. **Independent Contractor/Employment Eligibility**

9.1 The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties; and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that CONTRACTOR in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

9.2 CONTRACTOR warrants that it shall make its best effort to comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement meet the citizenship or alien status requirement set forth in federal statutes and regulations. CONTRACTOR shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered employees, for the period prescribed by the law.

9.3 Ineligible Person shall be any individual or entity who: Is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs; or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

9.4 CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement. CONTRACTOR shall not hire or engage any Ineligible Person to provide services directly relative to this Agreement. CONTRACTOR shall screen all current Covered Individuals within sixty (60) days of execution of this Agreement to ensure that they have not become Ineligible Persons unless CONTRACTOR has performed such screening on same Covered Individuals under a separate agreement with COUNTY within the past six (6) months. Covered Individuals shall be required to disclose to CONTRACTOR immediately any debarment, exclusion or other event that makes the Covered Individual an Ineligible Person. CONTRACTOR shall notify COUNTY within five (5) business days after it becomes aware if a Covered Individual providing services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible Person.

9.5 CONTRACTOR acknowledges that Ineligible Persons are precluded from providing federal and state funded health care services by contract with COUNTY in the event that they are currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person, CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY business operations related to this Agreement.

9.6 CONTRACTOR shall notify COUNTY within five (5) business days if a Covered Individual or entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened. Such individual or entity shall be promptly removed from participating in any activity associated with this Agreement.

10. Subcontract for Work or Services

No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

11. Disputes

11.1 The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be reviewed by the COUNTY's Purchasing Department's Procurement Compliance Officer who shall furnish the recommendation in writing. Recommendations may consist of, but not be limited to, cure notices and corrective action processes. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

11.2 Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third-party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

12. Licensing and Permits

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.

13. Use By Other Political Entities

The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit entity in California. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases. Any agencies desiring to participate shall be required to adhere to the same responsibilities as do COUNTY agencies

and have no authority to amend, modify or change any condition of the Agreement. The CONTRACTOR reserves the right to decline participation from agencies outside of California if it is outside their normal business practices.

14. Non-Discrimination

CONTRACTOR shall not discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code 12900 et. seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and all other applicable laws or regulations.

15. Records and Documents

CONTRACTOR shall make available, upon written request by any duly authorized Federal, State, or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the CONTRACTOR's costs related to this Agreement. All such books, documents and records shall be maintained by CONTRACTOR for at least five years following termination of this Agreement and be available for audit by the COUNTY. CONTRACTOR shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

16. Confidentiality

16.1 The CONTRACTOR shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

16.2 The CONTRACTOR shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. The CONTRACTOR shall not use such information for any purpose other than carrying out the CONTRACTOR's obligations under this Agreement. The CONTRACTOR shall promptly transmit to the COUNTY all third party requests for disclosure of such information. The CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph..

17. Administration/Contract Liaison

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR in connection with this Agreement.

18. Notices

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two days after their deposit in the United States mail, postage prepaid:

COUNTY OF RIVERSIDE

Riverside County Sheriff's Office
Project Management Office
3403 10th St. 5TH Floor
Riverside, Ca 92501

CONTRACTOR

Western State Design Inc
DIR#1000046514
2331 Tripaldi Way
Hayward, Ca 94545

19. Force Majeure

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

20. EDD Reporting Requirements

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form DE 542 to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within 10 days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or certificates required may result in the contract being awarded to another contractor. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under "Employment Development Department" or access their Internet site at www.edd.ca.gov.

21. Hold Harmless/Indemnification

21.1 CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever arising from the performance of CONTRACTOR, its officers, employees, subcontractors, agents or representatives Indemnitors from this Agreement. CONTRACTOR shall also indemnify and hold harmless the

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Form #116-310 Dated: 6-24-2025_V1

Indemnitees as set forth in Section 7.3 of Exhibit A. CONTRACTOR shall defend, at its sole expense, all costs and fees including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards, the Indemnitees in any claim or action based upon such alleged acts or omissions.

21.2 With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR'S indemnification to Indemnitees as set forth herein.

21.3 CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

21.4 The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

21.5 In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the CONTRACTOR from indemnifying the Indemnitees to the fullest extent allowed by law.

21.6 The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

22. Insurance

22.1 Without limiting or diminishing the CONTRACTOR'S obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

A. Workers' Compensation:

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside. Policy shall name the COUNTY as Additional Insureds.

B. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply

separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

C. Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

D. General Insurance Provisions - All lines:

1. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A.M. BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. We are no longer suggesting that coverage must be written with "admitted" markets. In recent years, an increasing percentage of coverage has moved to surplus lines markets that are "licensed" to conduct business, but not "admitted". These non-admitted markets may offer customized forms and better coverage and better pricing than admitted markets. But a non-admitted market may not be supported by a state's insolvency fund. As a result, you may consider asking for a higher financial size rating as an indication of a non-admitted insurer's financial capacity.

2. The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceed \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, CONTRACTOR'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3. CONTRACTOR shall cause CONTRACTOR'S insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that a minimum of thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. If CONTRACTOR insurance carrier(s) policies does not meet the minimum notice requirement found herein, CONTRACTOR shall cause CONTRACTOR'S insurance carrier(s) to furnish a 30 day Notice of Cancellation Endorsement.

4. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is

in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

5. It is understood and agreed to by the parties hereto that the CONTRACTOR'S insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

6. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Management's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

7. CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

8. The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

9. CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement

23. General

23.1 CONTRACTOR shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

23.2 Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

23.3 In the event the CONTRACTOR receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the CONTRACTOR shall promptly refund the disallowed amount to the COUNTY on request; or at its option the COUNTY may offset the amount disallowed from any payment due to the CONTRACTOR.

23.4 CONTRACTOR shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

23.5 CONTRACTOR shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The

CONTRACTOR warrants that it has good title to all materials or products used by CONTRACTOR or provided to COUNTY pursuant to this Agreement, free from all liens, claims, or encumbrances.

23.6 Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.

23.7 The COUNTY agrees to cooperate with the CONTRACTOR in the CONTRACTOR's performance under this Agreement, including, if stated in the Agreement, providing the CONTRACTOR with reasonable facilities and timely access to COUNTY data, information, and personnel.

23.8 CONTRACTOR shall comply with all applicable Federal, State and local laws and regulations. CONTRACTOR will comply with all applicable COUNTY policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

23.9 CONTRACTOR shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

23.10 CONTRACTOR shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

23.11 This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

23.12 TRANSITION CLOSE-OUT PERIOD :

Upon expiration or termination of this Agreement for any reason, during the transition close-out period the CONTRACTOR agrees to:

Continue delivering services in all geographic areas currently served in Riverside County until notified otherwise; and

Assist COUNTY in the orderly transition and transfer of all collaborations and committees to COUNTY and the subsequent Contractor(s); and

Provide, in a timely manner, all file and information deemed necessary by COUNTY for use in subsequent contracting activities without additional cost to COUNTY or the new Contractor(s), upon termination or expiration of this Agreement for any reason; and

Cooperate with COUNTY during a transition close-out period to ensure orderly and seamless delivery of services to residents of Riverside County.

23.13 This Agreement, and/or any subsequent amendment(s), may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Amendment agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Amendment. The parties further agree that the electronic signatures of the parties included in this Amendment are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in Section 1633.2 of the Civil Code.

23.14 This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

24. Labor Code and Prevailing Wages.

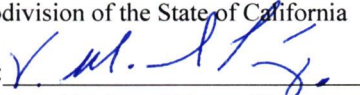
24.1 Certain Classifications of Labor under this contract may be subject to prevailing wage requirements.

24.2-Reference is made to Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with Section 1720). By this reference said Chapter 1 is incorporated herein with like effect as if it were here set forth in full. The parties recognize that said Chapter 1 deals, among other things with discrimination, penalties and forfeitures, their disposition and enforcement, wages, working hours, and securing worker’s compensation insurance and directly affect the method of prosecution of the work by ENGINEER and subject it under certain conditions to penalties and forfeitures. Execution of the contract by the parties constitutes their agreement to abide by said Chapter 1, their stipulation as to all matters which they are required to stipulate as to by the provisions of said Chapter 1, constitutes ENGINEER’S certification that he is aware of the provisions of said Chapter 1 and will comply with them and further constitutes ENGINEER’S certification as follows: “I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for worker’s compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract.”

24.3-Pursuant to Section 1773 of the Labor Code, the general prevailing wage rates, including the per diem wages applicable to the work, and for holiday and overtime work, including employer payments for health and welfare, pension, vacation, and similar purposes, in the county in which the work is to be done have been determined by the Director of the California Department of Industrial Relations. These wages are available from the California Department of Industrial Relations’ Internet website at <http://www.dir.ca.gov>.

COUNTY OF RIVERSIDE, a political

subdivision of the State of California

By: 
V. Manuel Perez, Chair
Board of Supervisors


Dated: DEC 09 2025

ATTEST:
Kimberly Rector
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:

Minh Tran
County Counsel

By: 
Kristine Bell-Valdez
Deputy County Counsel

WESTERN STATE DESIGN INC

a DELAWARE corporation

By: 
Todd Hym
Executive Vice President/Secretary

Dated: 11.18.2025

EXHIBIT A **SCOPE OF WORK**

WSD'S DUTIES, RESPONSIBILITIES AND OBLIGATIONS. During the term of this Agreement, WSD's duties and responsibilities shall be as follows:

- a. Perform 12 scheduled Planned Maintenance Visits annually based on 2080 annual operating hours. These Planned Maintenance Visits shall be spread out as evenly as possible over the course of the Maintenance Term. Owner remains responsible for all manufacturers recommended daily, weekly, and monthly maintenances not covered by this Agreement.
 - b. To perform all Planned Maintenance Visits included with this Agreement, and to arrive on the job site on such days in a timely manner.
 - c. Provide maintenance supplies (i.e., oils and lubricants), and labor for service of Owner's laundry equipment attached hereto as Exhibit "B"; and provide such maintenance supplies and labor for service upon the terms and conditions set forth herein.
 - c. To perform the maintenance procedures at scheduled intervals as selected by the Owner on the equipment described in this Exhibit "A" attached and as additions and deletions are made to Exhibit "B" ("Covered Equipment") as described in Exhibit C and D as applicable to the type of device. The responsibility of WSD is limited to the servicing the Covered Equipment as set forth in Exhibit "B" ("Planned Maintenance checklist") developed from the manufacturers' manuals, and does not guarantee the detection of worn out, defective, or malfunctioning parts. All breakdown parts and labor required between the scheduled Planned Maintenance Visits will be deemed a separate repair expense and not included in the scope of this Agreement. Labor will be invoiced at \$205.00 per hour, plus applicable trip charge. of \$165.00
 - d. To perform all work in a professional and workmanlike manner in accordance with the industry's usual customs and standards.
 - e. To review and recommend proper operating and safety procedures.
 - f. To adjust any parts and/or components to meet manufacturer's specifications.
 - g. To supply factory authorized technicians.
 - h. To cover all WSD employees under adequate workmen's compensation and public liability insurance.
- 3. OWNER'S DUTIES, RESPONSIBILITIES AND OBLIGATIONS.** During the term of this Agreement, Owner's duties and responsibilities shall be as follows:
- a. To provide necessary access to the Covered Equipment for WSD and its employees for purposes of performing its maintenance and repairs during WSD's normal working hours (holidays and weekends excluded), or at such other time as agreed to by the Parties.
 - b. To authorize WSD to service, repair or otherwise put into working order the Covered Equipment during any Planned Maintenance Visits.
 - ec. Agrees to have all Covered Equipment installed with the mechanical hookup and foundation prescribed in the installation manuals supplied with the Covered Equipment and operate same under normal conditions by competent operators; and

- d.** Shall use best efforts to alert WSD of any malfunction of Covered Equipment, including a description of the malfunction and the model and serial number of the affected machine.
- e.** Perform daily, weekly, and monthly care of the Covered Equipment, including, but not limited to, proper loading and cleaning of door gaskets and lint filters in accordance with the operating manuals.

**EXHIBIT C
CHECKLIST FOR EACH SERVICE
DRYER SERVICE**

COMPANY NAME _____
 CUSTOMER NUMBER _____
 ADDRESS _____
 CITY, STATE, ZIP CODE _____

DATE: _____

MODEL# _____ SERIAL# _____

ITEM	COMPLETE
CLEAN LINT FROM BURNERS, LINT COMPARTMENT, MOTORS, AND CONTROLS	
CHECK V-BELT AND ADJUST AS REQUIRED	
CHANGE GEAR REDUCER OIL – 90 WT. NON- DETERGENT IF APPLICABLE	
CHECK AND LUBRICATE CHAINS IF APPLICABLE	
CHECK ALL SPROCKETS AND GEARS	
CHECK CYLINDER ALIGNMENT	
CHECK LINT SCREEN CONDITION	
CHECK THERMOSTAT OR THERMO DISC OPERATION	
CHECK ELECTRICAL CONNECTIONS	
CHECK IGNITION CONTROL OPERATION	
CHECK ALL TIMERS OPERATION	
CHECK AIRFLOW SWITCH OPERATION	
CHECK DOOR SWITCH OPERATION	
CHECK GAS/AIR COMBUSTION RATIO	
CHECK EXHAUST AIRFLOW	
CHECK AND CLEAN LINT FROM EXHAUST CLEAN OUTS	
CHECK AND CLEAN COMBUSTION AIR VENTS (MAKE-UP AIR)	
CHECK DOOR GLASS AND GASKETS	
PERFORM OPERATIONAL AND SAFETY CHECK OF MACHINE	

NOTE:

TECHNICIAN SIGNATURE: _____

ENGINEER SIGNATURE: _____

WASHER SERVICE

Company Name _____

Date: _____

Customer Number _____

Address _____

City,State,Zip Code _____

Model# _____

Serial# _____

Item	Complete
Check door operation	
Check water levels and switches	
Check drain and fill hoses for cracks and hardness	
Check drain valve operation	
Check water inlet valves	
Clean lint from motor and controls	
Make sure dust covers and belt guards are in place	
Check drive component operation	
Check electrical connections	
Perform operational and safety check of machine	
Change bearing housing oil	
Check V-belts for tightness and wear	
Check bearing housing for seals for leaks	
Check and tighten foundation bolts	
Check and clean inverter	
Clean level switch tubing	
Replace door gasket and extrusion band	
Check and tighten rear bearing housing support bolts	
Grease the motor (if applicable)	
Test and record motor amp draw while under load	
L1: _____ L2: _____ L3: _____	
L1: _____ L2: _____ L3: _____	

NOTE:

TECHNICIAN SIGNATURE: _____

ENGINEER SIGNATURE: _____

SSJ#






SHARC-93443-001-0630.doc KLBV Redline

Final Audit Report

2025-11-15

Created:	2025-11-11
By:	SAMUEL COX (SLCOX@RIVCO.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4OizSVwUgb-1pGhRYDDoTpDrbPoa1j25

"SHARC-93443-001-0630.doc KLBV Redline" History

-  Document created by SAMUEL COX (SLCOX@RIVCO.ORG)
2025-11-11 - 0:37:32 AM GMT
-  Document emailed to Kristine Bell-Valdez (kbvaldez@rivco.org) for signature
2025-11-11 - 0:37:38 AM GMT
-  Email viewed by Kristine Bell-Valdez (kbvaldez@rivco.org)
2025-11-11 - 6:04:21 AM GMT
-  Document e-signed by Kristine Bell-Valdez (kbvaldez@rivco.org)
Signature Date: 2025-11-15 - 6:36:57 AM GMT - Time Source: server
-  Agreement completed.
2025-11-15 - 6:36:57 AM GMT



Riverside County Sheriff's Office

Chad Bianco, Sheriff-Coroner

4095 Lemon Street • Riverside • California • 92501
www.riversidesheriff.org

Date: Friday, October 24, 2025
From: Remon Tadrus, Director of PMO
To: Board of Supervisors
Via: Tatum Sevilla (951)955-1998
Subject: Request for preventative maintenance service for the commercial laundry equipment

The below information is provided in support of my department requesting review for a single or sole source purchase/agreement with a cost of \$5,000 or more for goods and/or services.

Single Source Sole Source

Supporting Documents: indicate which are included in the request from the list below.

- Supplier Quote Supplier Sole Source Letter Final draft agreement
 Final draft Form 11 H-11 approved by RCIT/TSOC Grant Agreement
 Other: _____ (i.e. CA Secretary of State Business Entity Information, Dept. of Justice Registration Conformation for non-profits, etc.)

1. Requested Supplier Name: Western States Design Supplier ID: 213164
 - a. Describe the goods/service being requested: The Smith Correctional Facility (SCF) is requesting a planned maintenance program for their laundry equipment. This planned maintenance includes (9) Milner Commercial Washers, (8) Milnor Commercial Dryers and (1) Milner Tunner Laundry Machine.
 - b. Explain the unique features of the goods/services being requested from this supplier: Western States Design will perform 12 scheduled maintenance visits to service each dryer and washer based on checklist service items (manufacture recommendations) included in Exhibit B of the agreement. According to the manufacture, Milnor, Western States Design is the sole authorized dealer for sales and service for the Western Region of the United States.



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- c. What are the operational benefits to your department? The SCF Facility plays a vital role in upholding the dignity of the inmate population by laundering clothing for all five Sheriff Corrections Facilities. Our washing machines and dryers are not just tools; they are the lifeblood of our daily operations. To ensure they function flawlessly and to prevent unexpected failures, meticulous maintenance is essential. Maintaining our laundry equipment is crucial for the health and safety of the inmates, as stipulated by law. Embracing a proactive approach to maintenance offers numerous benefits. It enables us to identify and resolve potential issues before they escalate into costly emergency repairs or render our machines unusable. Emergency repairs can strain our resources—requiring expedited parts, specialized labor, and often incurring higher costs, especially if work is needed outside of normal business hours. By investing in planned maintenance, we can thoughtfully budget for expenses and strategically schedule repairs before breakdowns occur. This forward-thinking approach ensures that our laundry equipment runs at peak efficiency, significantly reducing service interruptions across the Sheriff Corrections Facilities. In doing so, we not only enhance operational reliability but also contribute to the overall well-being of those we serve.
- d. Provide details on any cost benefits/discounts. In the past two fiscal years, the Sheriff's Office has spent a total of \$92,254.61 on repairs for the laundry equipment at SCF. Recently, the office incurred an emergency expenditure of \$12,990.66 to repair a major mechanical component of the laundry machine. The inoperable machine placed additional strain on the smaller machines used at SCF, causing them to operate beyond their recommended limits and requiring further repairs. Timely and proper maintenance of these commercial washers and dryers is essential for extending their useful life and delaying the need for costly replacements. According to Western States Design, equipment that is well maintained can last over 25 years. The smaller laundry machines can cost between \$18,653 and \$24,831 each, while the larger Milnor Tunnel laundry machine may cost between \$750,000 and \$850,000 to replace.
2. Can this request be formally bid out or procured using a viable solution such as an existing cooperative agreement or existing contract with another department or public entity?

Yes

No

- a. If yes, please explain why you are requesting to utilize an SSJ process?



Riverside County Sheriff's Office
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3. Has your department previously requested/received an assigned tracking number for a single or sole source request for this Supplier for the goods/service requested now? *(If yes, please provide the reviewed single or sole source tracking number).*

Yes SSJ# 25-115 (emergency) No

a. What was the total annual and aggregate amount? \$12,991

4. Identify all costs for this requested in the table below:
If review is for multiple years, all costs must be identified below:

Description:	FY <u>25/26</u>	FY <u>26/27</u>	FY <u>27/28</u>	FY <u>28/29</u>	FY <u>29/30</u>	Total
One-time Costs:						
<i>Annual services</i>	\$169,000	\$120,000	\$120,000	\$120,000	\$120,000	\$649,000
Other Costs:						
Total Costs	\$169,000	\$120,000	\$120,000	\$120,000	\$120,000	\$649,000

Note: Insert additional rows as needed

5. Period of Performance: 07/01/2025-6/30/2030 (5 years)

Ratify Start Date (if applicable): 7/01/2025

Initial Term Start Date: 07/01/2025 End Date: 06/30/2030

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): _____

Aggregate Term/End Date: 06/30/2030

6. Projected Board of Supervisor Date (if applicable): 12/9/2025




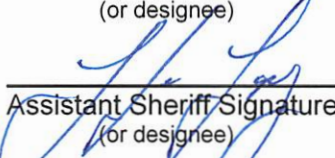
Riverside County Sheriff's Office

Chad Bianco, Sheriff-Coroner

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By signing below, I certify that all contractual and legal requirements to do business with the selected supplier has been fully vetted and approved.


 Chief Deputy Signature (or designee) Chief Deputy Misha Graves #N2878 10 30 25
 Print Name Date


 Assistant Sheriff Signature (or designee) A.S. HERMAN LOPEZ 10 30 25
 Print Name Date

Amanda Bennett Amanda Bennett 10/28/25
 Print Name Department Head Signature Date
 (Executive Level Designee)

.....
PCS Reviewed:

SAMUEL COX SAMUEL COX 10/24/2025
 Print Name Signature Date

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to psources@rivco.org, and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.

.....
The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Review and Comments: _____

Not to exceed:

One-time \$ _____

Annual Amounts reflected in completed chart for Question #4

Total Cost \$ 649,000

Aggregate Amount \$ _____

Stacy Orton 11/6/2025 26-078
 Purchasing Agent Signature Date Tracking Number
 (Reference on Purchasing Documents)