

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



**ITEM: 3.26**  
(ID # 29587)

**MEETING DATE:**  
Tuesday, January 13, 2026

**FROM :** FACILITIES MANAGEMENT AND RIVERSIDE UNIVERSITY HEALTH SYSTEM - PUBLIC HEALTH

**SUBJECT:** FACILITIES MANAGEMENT (FM) AND RIVERSIDE UNIVERSITY HEALTH SYSTEM - PUBLIC HEALTH: Riverside University Health System – Public Health Administration Building Roof Replacement Project - Approval of Notice of Completion for Vincor Construction, Inc.; District 1. [\$30,979 - 100% Capital Improvement Program Fund 30700 (Previously approved project budget)] (Clerk to Record Notice of Completion)

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

1. Accept the Riverside University Health System – Public Health Administration Building Roof Replacement Project (RUHS-PH Administration Roof Project), located at 4065 County Circle Drive in Riverside, constructed by Vincor Construction, Inc. (Vincor) of Brea, 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 \$30,979 to Vincor in accordance with the contract terms and applicable law, per the General Conditions of the contract.

**ACTION:Policy, CIP**

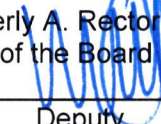
  
Kim Saruwatari, Director of Public Health 12/29/2025   
Vincent Yzaguirre 12/30/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Gutierrez, seconded by Supervisor Washington 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: January 13, 2026  
xc: FM, RUHS-PH, Recorder

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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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>	\$ 30,979	\$ 0	\$ 30,979	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Capital Improvement Program Fund 30700 – 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 May 6, 2025, the Board of Supervisors (Board) approved Item 3.22, in-principle as well as a preliminary project budget in the amount of \$723,637 for the RUHS-PH Administration Roof Project (Project), located at 4065 County Circle Drive in Riverside. The scope of work for the Project included the installation of new roofing material over the existing asphalt roof, which added capping at the parapet, and the removal of unused items, such as antennas, satellite dishes, and their associated structural supports.

On August 27, 2024, the Board approved Item 3.25, which included the construction contract for Job Order Contract (JOC) No. 020.5 between the County of Riverside (County) and Vincor Construction, Inc. (Vincor). Pursuant to the contract, four (4) JOC job orders were issued in the cumulative amount of \$619,564 for the Project. In addition, \$64,073 was executed for the design and engineering, specialty consultants, plan check and inspections and County Administration for the Project.

Vincor has completed the Project, and the work has been inspected and found to comply with the contract and safety requirements. This Board action will authorize and release the undisputed contract retention funds in the cumulative amount of \$30,979 to Vincor after the Notice of Completion has been recorded, as per the contract terms and applicable law. The Project was completed under budget with an estimated savings of \$40,000.

**Impact on Residents and Businesses**

The RUHS-PH Administration Roof Project will prevent future damage to the facility and allow for safe and continued operations by RUHS-PH.

**Additional Fiscal Information**

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

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<b>JOB ORDER CONTRACT</b>	<b>DESCRIPTION</b>	<b>CONTRACT AMOUNT</b>	<b>RETAINED FUNDS</b>
JOC020.5- FM08420013870.00	RUHS PH Roof Replacement Project	537,440	26,872
JOC020.5- FM08420013870.01	RUHS PH Roof Replacement Project Supplemental 1 – Removal of aluminum composite material (ACM), installation of a regulated area with equipped delineator cones, decontamination chambers and regulatory signage, removal of mastic from stairwell roof.	34,174	1,709
JOC020.5- FM08420013870.02	RUHS PH Roof Replacement Project Supplemental 2 – Provide and install new National Electrical Manufacturers Association (NEMA) roof, restoration and roof replacement (3R) pull boxes, new electrical metallic tubing (EMT) conduit, supports and fitting for low voltage pathway, new strut and dura block supports for conduit.	44,150	2,208
JOC020.5- FM08420013870.03	RUHS PH Roof Replacement Project Supplemental 3 – Remobilize to clean, apply primer, and add membrane at camera locations throughout the roof.	3,800	190
	<b>TOTAL</b>	<b>\$ 619,564</b>	<b>\$ 30,979</b>

All costs associated with this Board action were previously approved on May 6, 2025 (Item 3.22) in the amount of \$723,637 and are 100% funded with Capital Improvement Program Fund 30700. Retained funds in the amount of \$30,979 are accounted for within the previously approved project budget and will be expended in FY 25/26; therefore, no budget adjustment is required.

Attachment:

- Notice of Completion for the Riverside University Health System – Public Health Administration Building Roof Replacement Project

VY:RM:RB:YB:TV

FM08420013870

MT Item #29587

G:\Project Management Office\FORM 11'S\In Process\29587\_D4 - 013870 - RUHS PH HAB Roof Replacement 2Project\_NOC Vincor\_011326.doc

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*Evangelina Gregorio EO*  
Evangelina Gregorio EO, Principal Mgmt Analyst 1/2/2026

*Aaron Gettis*  
Aaron Gettis, Chief Deputy County Counsel 12/30/2025

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

**2026-0013031**

01/14/2026 02:52 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:** Riverside University Health System – Public Health Administration Building Roof Replacement Project - (JOC020.5- FM08420013870.00, JOC020.5- FM08420013870.01, JOC020.5- FM08420013870.02, and JOC020.5- FM08420013870.03)

**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:** Vincor Construction, Inc., 2651 Saturn Street, Brea, CA 92821

**Street or legal description of site:** 4065 County Circle Drive, Riverside, CA 92503

**Dated:** 01/13/2026

Owner: County of Riverside  
(Name of Public Entity)

By: Karen S. Spiegel  
Karen Spiegel, Chair, 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

Executed at Riverside, California on 01/13/2026

By: [Signature]  
Deputy

Karen S. Spiegel  
Karen Spiegel, Chair, Board of Supervisors



**PETER ALDANA  
COUNTY OF RIVERSIDE  
ASSESSOR-COUNTY CLERK-RECORDER**

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

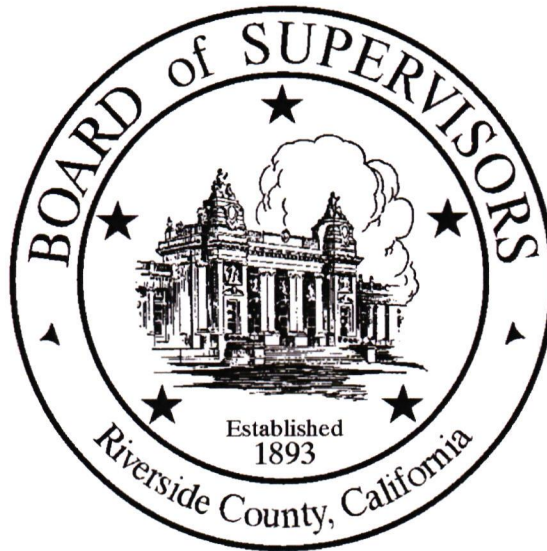
www.riversideacr.com

**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: 01/13/2026

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

Print Name: Whitney Mayo, Clerk of the Board Assistant