



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 16, 2025

FROM: GENERAL SERVICES DEPARTMENT WARDS: ALL

SUBJECT: APPROVE THE SIXTH AMENDMENT TO SERVICES AGREEMENT FOR ANNUAL CUSTODIAL SERVICES AT MULTIPLE CITY FACILITIES WITH UNIVERSAL BUILDING MAINTENANCE, LLC, DOING BUSINESS AS ALLIED UNIVERSAL JANITORIAL SERVICES, USING PURCHASING RESOLUTION NO. 24101 SECTION 1104(d) TO EXTEND THE TERM THROUGH JUNE 30, 2026, AND INCREASE COMPENSATION IN THE AMOUNT OF \$917,787.30, PLUS 20% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$183,557.46, FOR A TOTAL CONTRACT AMOUNT OF \$6,178,548.66

ISSUES:

Approve the Sixth Amendment to the Services Agreement for Annual Custodial Services at multiple City facilities with Universal Building Maintenance, LLC dba Allied Universal Janitorial Services, to extend the term through June 30, 2026, increase compensation in the amount of \$917,787.30, plus 20% change order authority of \$183,557.46, for a total contract amount of \$6,178,548.66.

RECOMMENDATIONS:

That the City Council:

1. Approve the Sixth Amendment to the Services Agreement for Annual Custodial Services at Multiple City Facilities with Universal Building Maintenance, LLC dba Allied Universal Janitorial Services to extend the term through June 30, 2026, and increase compensation in the amount of \$917,787.30;
2. Authorize 20% change order authority in the amount of \$183,557.46 for unforeseen changes in service such as requests to increase service frequency, add facilities, or for special or emergency services; and
3. Authorize the City Manager, or designee, to execute the Sixth Amendment, including making minor and non-substantive changes.

BACKGROUND:

The General Services Department (General Services) is responsible for maintaining City facilities, including providing custodial services for more than 50 City buildings.

Agreement History

On March 19, 2019, the City issued Request for Proposals (RFP) No. 1914 soliciting qualified vendors to provide annual custodial services for various City facilities.

On September 24, 2019, the City Council approved the Agreement for Annual Custodial Services at Multiple City Facilities in the amount of \$1,902,329.75 plus 15% change order authority of \$285,349.46, for a total contract amount of \$2,187,679.21. The initial term was for 33 months plus three optional one-year extensions which have been used.

On August 8, 2022, the City Council approved a First Amendment for an additional one-year term through June 30, 2023, in the amount of \$822,622.25, plus 15% change order authority in the amount of \$123,393.34, for a revised total contract amount of \$3,133,694.80.

On June 7, 2023, the City Council approved a Second Amendment for an additional one-year term through June 30, 2024, in the amount of \$809,420.59, plus 15% change order authority in the amount of \$121,413.09, for a revised total contract amount of \$4,064,528.48.

On August 17, 2023, a Third Amendment was executed to expand services and increase compensation by \$44,200, which was within the 15% change order authority previously approved by the City Council on August 8, 2022.

On March 22, 2024, a Fourth Amendment was executed to expand service and increase compensation by \$50,435.05, which was within the 15% change order authority previously approved by the City Council on June 7, 2023.

On July 2, 2024, the City Council approved a Fifth Amendment for an additional one-year term through June 30, 2025, in the amount of \$880,587.32, plus 15% change order authority in the amount of \$132,088.10, for a revised total contract amount of \$5,077,203.90.

DISCUSSION:

The General Services Department is requesting a one-year extension with the current service provider, Allied Universal Janitorial Services (Allied), to provide sufficient time to issue a new Request for Proposal for Citywide janitorial services to begin July 1, 2026.

More than 50 City facilities receive custodial services under the current agreement, including various Public Utilities locations, City Hall, Libraries, and Corporation Yard buildings. General Services has the flexibility to add or remove facilities to meet City department needs, such as when a facility closes for renovation or a newly constructed facility opens, or to increase frequency of services as recently occurred at the Public Utilities Customer Resource Center in Casa Blanca to ensure restrooms were cleaned more often to keep up with their high customer visitation rate.

Staff negotiated terms with Allied Universal Janitorial Services, and they have agreed to extend the current agreement while maintaining the same rates through December 31, 2025, with a 5% increase effective January 1, 2026, which is in line with their yearly rate increase.

Purchasing Resolution No. 24101 Section 1104 Change Orders states "Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval ... 10% of the original contract price for Contracts and/or Purchase Orders previously approved by the Awarding Entity and the total Change Order amount will not exceed \$150,000 (d) A Contract amendment which extends the term of the agreement beyond one year of the original expiration date."

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution No. 24101.

FISCAL IMPACT:

The fiscal impact of this action for FY2025/26 is \$917,787.30. Funds have been budgeted and are available in the following accounts:

Fund Name	Account Number	Department-Divisions	FY2025/26
General Fund	1405000-450050	Marketing & Comm – Riv TV	\$3,951.60
	2210000-421000	General Services - Building Services	\$84,223.26
	3510000-421000	Fire - Operations	\$10,361.63
	5130000-421000	Library - Administration	\$234,640.55
	5215000-421001	Parks & Rec - Parks	\$14,689.50
	7222100-421000	City Hall Occupancy Non-Depart	\$217,624.48
Grants & Restricted Programs	2545200-421001	Housing & Hmn Svcs – Hulen PI	\$21,307.14
Sewer Fund	4125400-424130	Public Works – Sewer Plant	\$68,639.22
Parking Fund	4150000-424130	Public Works – Public Parking	\$21,206.26
Electric Fund	6000010-421000	Public Utilities – Admin Mgmt	\$214,514.96
	6120130-421000	Public Utilities – Power & Energy Purch	\$26,628.70
Total			\$917,787.30

Prepared by:	Frederick Tobar, Administrative Analyst
Approved by:	Lee Withers, General Services Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/City Treasurer
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachment: Sixth Amendment