



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 25, 2024**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT **WARDS: ALL**

SUBJECT: SECOND AMENDMENT TO SERVICES AGREEMENT WITH GUARANTEED JANITORIAL SERVICES, INC. IN THE AMOUNT OF \$550,920.80 FOR THE TERM OF JULY 1, 2024, TO JUNE 30, 2025.

ISSUE:

Approve the Second Amendment to the Services Agreement with Guaranteed Janitorial Services Inc. of Chino California in the amount from \$550,920.80, for the term of July 1, 2024, to June 30, 2025.

RECOMMENDATIONS:

That the City Council:

1. Approve the Second Amendment to the Services Agreement with Guaranteed Janitorial Services, Inc. in the amount of \$550,920.80 to cover an increase in janitorial services from July 1, 2024, to June 30, 2025.
2. Authorize the City Manager, or designee, to execute the Agreement with Guaranteed Janitorial Services, Inc., including making minor and non-substantive changes, amendments, and contract extensions subject to availability of funds; and

BACKGROUND:

On December 2, 2020, Parks, Recreation and Community Services Department (PRCSD) issued RFP No. 2010 for Janitorial Maintenance Services for City Parks and Community Centers through the City's online bidding system. A total of sixty-two prospective bidders registered for the RFP.

On January 21, 2020, the RFP closed, and the city received seven proposals. After review from the Purchasing Department, it was determined six of the seven proposals were considered responsive. The proposals were evaluated by the evaluation committee that consisted of various City Staff within PRCSD.

On March 17, 2021, interviews were conducted with the top three ranked proposals.

After careful consideration it was determined Guaranteed Janitorial Services, Inc. was the highest ranked vendor and was the most qualified and capable of meeting the requirements as described

RFP No. 2010.

On July 6, 2021, City Council approved the Services agreement with Guaranteed Janitorial Services, Inc. in the amount of \$961,920.48 for the term of July 1, 2021, through June 30, 2023.

On January 10, 2023, City Council approved the first amendment to the Services agreement with Guaranteed Janitorial Services, Inc. in the amount of \$777,789.90 for the term of January 1, 2023, through June 30, 2024. The original agreement was amended early due to an increase in prices as a result of inflation and schedule changes to facility cleaning.

DISCUSSION:

The PRCSD is requesting to enter into a Second Amendment to the Agreement with Guaranteed Janitorial to continue services for the term of July 1, 2024 – June 30, 2025. The Parks Division management has reviewed the proposed increase and believes it is reasonable. Guaranteed Janitorial, Inc. provides routine cleanings at various community centers and parks facilities and are paid monthly for routine services. In addition to routine cleanings, the contractor provides additional services such as waxing and deep cleanings not included in the monthly price for routine services. Additional services are provided at the request of Parks’ staff and completed on an as needed basis.

Guaranteed Janitorial Services, Inc. has increased their costs by 5.2% from the previous agreement rates. The increase is a 2% CPI increase and an increase in cost for additional cleanings at the Renck Community Center, Ruth Lewis Community Center, and the Villegas Brown Room. The CPI increase is below the 4.3% average outlined by the Consumer Price Index (CPI) for the Riverside area.

This Amendment is in accordance with Section 1104 (c) and (d) of Purchasing Resolution No. 24101 which states that “Change Orders which cumulatively exceed the following will require Awarding Entity approval: ... (c) 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 to approve the Amendment is in compliance with Purchasing Resolution 24101 Section 1104 (c) and (d).

FISCAL IMPACT:

The total fiscal impact for the one-year term of this amendment is \$550,920.80. Funding for the amendment is included in the FY 2024-2026 Biennial Budget in the General Fund, Parks & Recreation-Parks, Professional services expenditure account number 5215000-421000 that will be brought to Council for adoption on June 25, 2024.

Total Contract Amount		
Rate Description	Monthly Amount	Total Amount
Routine Janitorial Service	\$45,493.40	\$545,920.80
Additional Services (not included in routine cleanings)		\$5,000
Total Contract Amount		\$550,920.80

Prepared by: Gabriella Garcia, Administrative Services Manager
 Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director
 Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
 Approved by: Kris Martinez, Assistant City Manager
 Approved as to form: Phaedra A. Norton, City Attorney

Attachment: 2nd Amendment