



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 16, 2026

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

SUBJECT: SERVICES AGREEMENT FROM RFP NO. 2517 WITH GUARANTEED JANITORIAL SERVICE, INC. OF CHINO, CALIFORNIA, FOR JANITORIAL SERVICES FOR THE TERM OF THREE YEARS FOR \$1,791,795.60, WITH THE OPTION TO EXTEND FOR ONE TWO-YEAR TERM, IN THE AMOUNT OF \$1,194,530.40, PLUS 10% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$298,632.60, FOR A TOTAL AGREEMENT AMOUNT OF \$3,284,958.60

ISSUE:

Approve the Services Agreement from RFP No. 2517 with Guaranteed Janitorial Service, Inc. of Chino, California, for Janitorial Services for the term of three years for \$1,791,795.60, with the option to extend for one two-year term, in the amount of \$1,194,530.40, plus a 10% change order authority in the amount of \$298,632.60, for a total agreement amount of \$3,284,958.60.

RECOMMENDATIONS:

That the City Council:

1. Approve a Services Agreement from RFP No. 2517 with Guaranteed Janitorial Service, Inc. of Chino, California for Janitorial Services for the term of three years for \$1,791,795.60 with the option to extend for one two-year term, in the amount of \$1,194,530.40, plus a 10% change order authority in the amount of \$298,632.60, for a total agreement amount of \$3,284,958.60; and
2. Authorize the City Manager, or designee, to execute the Agreement with Guaranteed Janitorial Service, Inc. including making minor and non-substantive changes, including an extension for one additional two-year term, subject to the availability of budgeted funds.

BACKGROUND:

The City of Riverside currently contracts janitorial services for its community and entertainment centers. The City entered into a five-year Agreement with Guaranteed Janitorial Service, Inc. on July 1, 2021 and that Agreement is set to expire on June 30, 2026.

Janitorial services for these facilities typically include, but are not limited to, cleaning and sanitizing restrooms, restocking restroom supplies, sweeping, mopping and vacuuming floors, dusting furniture, fixtures, and surfaces, cleaning interior windows, emptying trash and recycling receptacles, cleaning break rooms and common areas and reporting maintenance or repair issues.

Below is a list of the facilities included in the Request for Proposals:

No.	Location
1.	Bobby Bonds - New Community Center
2.	Bobby Bonds - Youth Opportunity Center
3.	Bordwell Park - Stratton Community Center
4.	Bryant Park - Arlanza Community Center
5.	Bryant Park - Eric Solander Suites B & C
6.	Bryant Park - Sports Office
7.	Fairmount Park - Stewarts Boathouse (Lakeside Room)
8.	Fairmount Park - Izaak Walton Building
9.	Fairmount Park - Golf Course
10.	Hunt Park - Renck Community Center
11.	La Sierra Park - Community Center
12.	La Sierra Park - Senior Center
13.	Lincoln Park - Community Center
14.	Nichols Park - Joyce Jackson Community Center
15.	Orange Terrace Park - Orange Terrace Community Center
16.	Reid Park - Ruth Lewis Community Center
17.	Reid Park - Springbrook Clubhouse
18.	Shamel Park - Swimming Pool Building
19.	Sycamore Canyon Wilderness Park - Ameal Moore Nature Center
20.	Villegas Park - Ysmael Villegas Community Center
21.	Villegas Park - Brown Room
22.	White Park - Dales Senior Center
23.	Arlington Park – Bourns Family Youth Innovation Center
24.	Fox Performing Arts Center - The Box

DISCUSSION:

Purchasing Overview

On November 19, 2025, the City’s Purchasing Division (Purchasing) issued Request for Proposals (RFP) No. 2517 on PlanetBids seeking prospective proposers to provide janitorial services for event and community centers.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	209
Vendors who downloaded the RFP	75
Proposals received	9

A mandatory pre-proposal meeting was held on December 4, 2025, with 28 vendors in attendance. A total of 96 questions were received from prospective proposers, and 2 addenda were posted. RFP No. 2517 closed on January 7, 2026, with a total of 9 responses. Eight (8) proposals were found to be responsive and responsible, with one (1) proposal deemed nonresponsive for not meeting the minimum experience requirement.

Under the guidance of Purchasing, three (3) City staff from the Parks, Recreation and Community Services Department evaluated the proposals for one (1) round, which resulted in Guaranteed Janitorial Service, Inc. ranking No. 1. The evaluation criteria, total points and rankings for each evaluation round are summarized in the tables below:

Round 1 – Evaluation Criteria

Evaluation Criteria	Total Points
Qualifications	15%
Experience (Projects of similar size & scope)	25%
Professional References	10%
Pricing	20%
Approach and Methodology	30%

Round 1 – Evaluation Results

Vendor	Location	Proposed Cost	Evaluation Scores	Rank
Guaranteed Janitorial Service	Chino, CA	\$597,265.20	861.36	1
CCS Facility Services	Costa Mesa, CA	\$535,080.00	846.67	2
Ultimate Maintenance Services	Lawndale, CA	\$600,000.00	826.69	3
Platinum Cleaning & Facility Services	Sherman Oaks, CA	\$675,448.37	758.44	4
OPS212, LLC	Temecula, CA	\$1,101,543.72	737.15	5
Apex Team Solutions Inc. DBA Jonco Enterprises Inc	Corona, CA	\$652,200.00	700.75	6
Premier Property Preservation	West Hills, CA	\$731,592.00	692.95	7
JJ Property Maintenance Network Inc	Pasadena, CA	\$634,673.40	620.28	8
*Smart N Clean Co	Corona, CA	\$567,360.00	N/A	N/A

*Non-responsive vendor

Following the evaluation, Guaranteed Janitorial Service, Inc., was selected as the most qualified company to perform the requirements of the RFP. Guaranteed Janitorial Service, Inc. entered into negotiations with the City and reduced their pricing without changing scope of work, from \$606,805.20 a year to \$597,265.20, resulting in \$9,540 annual savings.

This action is pursuant to Purchasing Resolution 24101, Section 508 which states, “Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that...(c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualification.”

The Purchasing Manager concurs that the recommended action is compliant with Purchasing

Resolution 24101.

FISCAL IMPACT:

The total fiscal impact of the actions outlined in this report is \$3,284,958.60 over a five-year term. This amount includes an initial three-year term totaling \$1,791,795.60, with an option to extend for an additional two-year term in the amount of \$1,194,530.40, as well as a 10% change order authority of \$298,632.60.

Subject to budget approval, sufficient funds for Fiscal Year 2026/27 are available. A total of \$587,965.20 is allocated in the General Fund, Parks & Recreation-Parks, Professional Services Account No. 5215000-421000 for parks-related janitorial services. Additionally, \$9,300 is available in General Fund, Arts & Cultural Affairs, Professional Services 5240000-421000 for as-needed cleaning services at The Box.

Prepared by: Vanessa Mayne, Senior Administrative Analyst
Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director
Certified as to
availability of funds: Julie Nemes, Interim Finance Director
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Agreement
2. Award Recommendation
3. Presentation