

BOARD MEETING DATE: January 10, 2025

AGENDA NO. 12

PROPOSAL: Amend Contract for Janitorial Services at Diamond Bar Headquarters

SYNOPSIS: In February 2022, the Board approved the execution of a 34-month contract for janitorial services with Santa Fe Janitorial Maintenance Services, Inc., with authority to extend the contract for two additional years. The contract is scheduled to expire on February 28, 2025. This action is to amend the contract to continue services through December 31, 2026, for a total amount not to exceed \$1,187,973. Funding has been included in the FY 2024-25 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, December 13, 2024; Recommended for Approval

RECOMMENDED ACTIONS:

Authorize the Executive Officer to amend the contract with Santa Fe Janitorial Maintenance Services, Inc. for janitorial services through December 31, 2026, in an amount not to exceed \$1,187,973, with the funding allocated as follows:

1. \$205,992 in FY 2024-25;
2. \$637,399 in FY 2025-26; and
3. \$344,582 in FY 2026-27.

Wayne Nastri
Executive Officer

AJO:VL:mc

Background

South Coast AQMD contracts with a firm to provide routine janitorial services and supplies, which includes cleaning the office space, laboratory, and conference center at Diamond Bar headquarters. In February 2022, after a competitive bid released under RFP #2022-06, the Board authorized the Executive Officer to execute a contract with Santa Fe Janitorial Maintenance Services, Inc. to provide these services through December 2024. The Board also approved an option to extend the contract for two additional years.

The Executive Officer executed a no-cost modification to extend the contract through February 28, 2025, to allow staff time to complete a thorough assessment of janitorial needs and the proposed costs, and to present a recommendation to the Board.

Proposal

Staff is requesting Board authority for the Executive Officer to exercise the option to extend the contract through December 31, 2026, and the approval of funding for the extension period. Santa Fe Janitorial Maintenance Services, Inc. has demonstrated a consistent ability to meet the high standards required for maintaining a clean and safe environment at the Diamond Bar headquarters. A contract extension would ensure the continuity of necessary services throughout the building, as well as maintain the high quality of cleaning provided by Santa Fe Janitorial Maintenance Services, Inc. to date.

In addition to routine janitorial services, South Coast AQMD occasionally requires special and/or emergency cleanup services. Such work includes, but is not limited to, power washing, clearing the parking lot, cleaning solar panels, and cleaning the roof. When requested, Santa Fe Janitorial Maintenance Services, Inc. has completed these services in a timely and effective manner.

Resource Impacts

Costs for the proposed contract amendment are allocated as follows: \$205,992 for FY 2024-25; \$637,399 for FY 2025-26; and \$344,582 for FY 2026-27. Sufficient funds in the amount of \$205,992 are available in the approved FY 2024-25 Budget. Subsequent funding will be requested in the budgets for each of the remaining fiscal years of the contract.

The annual costs listed above include an additional five percent beyond the costs submitted in the original proposal, in order to anticipate the costs of future extra or special services. This allocation is based on past costs incurred for such services.