BOARD MEETING DATE: December 4, 2026 AGENDA NO. 6

PROPOSAL: Execute Contract for Janitorial Services at Diamond Bar Headquarters

SYNOPSIS: On August 7, 2026, the Board approved release of an RFP to solicit proposals from firms interested in providing janitorial services at Diamond Bar headquarters. The current contract for these services expires on December 31, 2026. This action is to execute a 42-month contract with Santa Fe Janitorial Maintenance Services Inc. for a total amount not to exceed $2,854,212. Funding has been included in the FY 2026-27 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, November 13, 2026; Recommended for Approval

RECOMMENDED ACTION:
Authorize the Executive Officer to execute a 42-month contract with Santa Fe Janitorial Maintenance Services Inc. for janitorial services at Diamond Bar headquarters for the period of December 31, 2026 through June 30, 2030, for a total amount not to exceed $2,854,212, with an option to extend the contract for up to two additional years.

Wayne Nastri
Executive Officer

AJO:VL:mc

**Background**
South Coast AQMD contracts with a firm to provide routine janitorial services and supplies at its Diamond Bar headquarters. The contract term with the current contractor, Santa Fe Janitorial Maintenance Services Inc., expires December 31, 2026. On August 7, 2026, South Coast AQMD released RFP #2027-01 to solicit proposals from janitorial services providers interested in contracting with South Coast AQMD for a 42-month period.

In accordance with RFP #2027-01 requirements, the selected firm must use janitorial products that have received South Coast AQMD's Clean Air Choices cleaner certification. Where no products have received South Coast AQMD certification, the firm must use products that have received Green Seal certification or equivalent.

In addition to routine janitorial services and additional work, South Coast AQMD may require occasional, special and/or emergency cleanup services that would not be covered under this contract. While it is difficult to anticipate special services, past experience indicates they typically increase costs by approximately five percent. Accordingly, the costs listed in this Board letter include an additional five percent above the costs submitted in the proposals.

**Outreach**
In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino County Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin. Twenty-two copies of the RFP were e-mailed out.

Additionally, potential bidders may have been notified utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFP was emailed to Legislative Caucuses and various chambers of commerce and business associations and placed on the Internet at South Coast AQMD's website (http://www.aqmd.gov).

**Bid Evaluation**
Seventeen vendors attended the mandatory bidders conference held on September 8, 2026. Nine proposals were received when final bidding closed at 2:00 p.m. on September 22, 2026. Of the nine proposals received, four were complete and met RFP requirements and five were deemed not qualified. The proposals were evaluated by a three-member panel consisting of a Business Services Manager, a Building Maintenance Manager, and a Senior Public Affairs Manager.

The panel evaluated the proposals based on criteria specified in the RFP, which included completeness and responsiveness of the proposal, cost, understanding of the required janitorial services, contractor qualifications, and past experience. The attached Bid Evaluation Summary summarizes the scores of the qualified bids.

**Proposal**
Staff recommends authorizing the Executive Officer to execute a 42-month contract with Santa Fe Janitorial Maintenance Services Inc. The company received the highest overall evaluation score, with the highest technical score. Their proposal also included excellent references for comparable public sector janitorial services. Santa Fe Janitorial

Maintenance Services Inc. has been providing janitorial services at South Coast AQMD headquarters since 2013.

**Resource Impacts**
Sufficient funds in the amount of $369,426 are available in the approved FY 2026-27 Budget for the remainder of this fiscal year. Subsequent funding will be requested in the budgets for each of the remaining fiscal years of the contract. Annual costs are $787,690 for FY 2027-28; $828,916 for FY 2028-29; and $868,180 for FY 2029-2030.

**Attachment**
RFP 2027-01 Bid Evaluation Summary

# ATTACHMENT I

Bid Evaluation Summary for RFP #P2027-01
Janitorial Services at South Coast AQMD Headquarters

| Name | 42-month Janitorial Services Contract* | Cost of Extra Work Requested (not included on point scale) | Total Cost | Subtotal Points (Work Requirement, Contractor Qualifications, Cost, Experience) | Additional Points** | Total Points |
|---|---|---|---|---|---|---|
| Santa Fe Janitorial Maintenance Services Inc. | $2,658,011.64 | $196,200 | $2,854,211.64 | 90.3 | 17 | 107.3 |
| Merchants Building Maintenance | $2,409,641.90 | $196,217 | $2,605,858.90 | 93.3 | 4 | 97.3 |
| 3H & 3H Inc. | $2,495,289.51 | $196,225 | $2,691,514.51 | 91.6 | 2 | 93.6 |
| Guaranteed Janitorial Service | $3,023,337.37 | $196,209 | $3,219,546.37 | 81.9 | 5 | 86.9 |

* Proposal Cost listed includes a 5% contingency amount.
** Max 15 pts. (Small Business, DVBE, Local Business, Off-Peak Hours, Low-Emission Vehicle). Max 17pts applicable for Most Favorable Customer.