

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

FROM: Patrick Thomas, Director of Public Works/City Engineer

DATE: July 25, 2023

SUBJECT: Approve Agreement with Ultra Shine, Inc., for Janitorial Services for City Facilities for Fiscal Year 2023-24

PREPARED BY: Stacey Biddle, Management Assistant
Julie Tarrant, Principal Management Analyst

RECOMMENDATION: That the City Council:

1. Approve an Agreement with Ultra Shine, Inc., in the amount of \$353,427, to provide Janitorial Services for City Facilities for Fiscal Year 2023-24; and
2. Approve contingency for extra work in the amount of \$35,343, which is approximately 10% of the Agreement amount.

BACKGROUND: On April 27, 2023, the Department of Public Works posted a Request for Proposals (RFP) No. 274 on the City's online bidding service, PlanetBids, for Janitorial Services for City Facilities. The Public Works Department received twenty-two (22) electronic proposals.

Selected panel members reviewed each proponent's submittals and collectively determined that Ultra Shine, Inc. is the most qualified and competitively priced vendor to provide janitorial maintenance services. Staff is recommending the approval of an agreement for janitorial maintenance services through FY 2023-2024. The agreement also includes a provision for a CPI adjustment each fiscal year, and upon mutual agreement between the City and Contractor, an allowance to extend the contract for four (4) additional one (1) year terms, and in no event shall the contract be extended beyond June 30, 2027.

FISCAL IMPACT: Adequate funds are available in the Annual Operating Budget (AOB) for Fiscal Year 2023-2024.

ATTACHMENTS: Agreement