

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

FROM: Ron Moreno, Director of Public Works/City Engineer

DATE: August 13, 2024

SUBJECT: Approve Agreement with Ultimate Maintenance Services, Inc. for Janitorial Services for City Facilities for Fiscal Year 2024-2025

PREPARED BY: Rebecca Kiser, Management Assistant

RECOMMENDATION: That the City Council:

1. Approve an agreement with Ultimate Maintenance Services, Inc. for janitorial services for city facilities for fiscal year 2024-2025, in the amount of \$372,456; and
2. Approve contingency for extra work in the amount of \$37,247, which is approximately 10% of the agreement amount.

BACKGROUND: On May 7, 2024, the Department of Public Works posted a Request for Proposals (RFP) No. 297 on the City's online bidding service, PlanetBids, for Janitorial Services for City Facilities. The Public Works Department received nineteen (19) electronic proposals.

Selected panel members reviewed each proponent's submittals and collectively determined that Ultimate Maintenance Services, 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 Fiscal Year 2024-2025. 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, 2029.

FISCAL IMPACT: Adequate funds will be made available in the Annual Operating Budget for Fiscal Year 2024-2025.

ATTACHMENT: Agreement