



Agenda Report

Fullerton City Council

MEETING DATE: JANUARY 7, 2025

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: STEPHEN BISE, P.E., PUBLIC WORKS DIRECTOR

PREPARED BY: JEROME JOAQUIN, PUBLIC WORKS ADMINISTRATIVE MANAGER

SUBJECT: AMENDMENT NUMBER ONE TO AGREEMENT WITH COMMERCIAL CLEANING SERVICES FOR CUSTODIAL SERVICES

SUMMARY

Commercial Cleaning Services (CCS) has provided custodial services for the City since January 2016. Their agreement expired on December 31, 2024. Amendment Number One would extend the CCS agreement to March 31, 2025 to continue services while staff completes an Request for Information (RFI) process for custodial services.

PROPOSED MOTION

Authorize City Manager, or designee, to execute and administer Amendment Number One to the Maintenance Services Agreement with Commercial Cleaning Services to extend the current agreement to March 31, 2025, in a form approved by City Attorney.

ALTERNATIVE OPTIONS

- Approve proposed motion
- Other options brought by City Council.

STAFF RECOMMENDATION

Staff recommends the Proposed Motion.

CITY MANAGER REMARKS

The City Manager requests approval. The City Manager requests approval of Amendment Number One.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statements:

- Infrastructure and City Assets.

FISCAL IMPACT

The Fiscal Year 2024-25 Adopted Budget includes sufficient funding in the Building Maintenance Fund (Fund 69) for custodial services for facilities throughout the City. This amendment extends the existing agreement, maintaining current financial terms and service levels.

BACKGROUND AND DISCUSSION

The City of Fullerton entered a Maintenance Services Agreement (Agreement) with CCS on January 1, 2016 to provide custodial services for City owned facilities. CCS provides custodial services at many City-owned facilities, including City Hall, Fullerton Police Department, the Fullerton Public Library, Hunt Library, Fullerton Community Center, Hope Center and multiple Parks and Recreation facilities. CCS offers supplemental custodial services to other City facilities and City events as needed.

The current agreement with CCS expired on December 31, 2024. Staff will utilize an exception to the bid process and “piggy-back” off another awarded governmental agency agreement pursuant to City Purchasing Policy No. 4.1.2 to expedite entering into a new agreement for custodial services. “Piggybacking” off another competitive bid contract significantly reduces staff time, while obtaining the best quality custodial services and leveraging the most competitive pricing.

Staff conducted a RFI to survey the market for custodial services and received proposals from providers, including the current provider CCS. Staff anticipated completing the RFI by December 2024, however, staff and proposers required additional time to evaluate facility needs, review proposals and negotiate contracts. Additionally, overlapping contracts, are ideal to ensure a smooth custodial services transition should the City enter an agreement with a new vendor, thus requiring this extension request.

The CCS Agreement expired in December 2024. Staff requests City Council approve Amendment Number One to the CCS agreement to extend the agreement term through March 31, 2025 and guarantee continued custodial services while staff completes the RFI process. Staff anticipates completing the RFI process and awarding the new agreement before the end of the Amendment One term.

Attachments:

- Attachment 1 – Commercial Cleaning Services Maintenance Services Agreement
- Attachment 2 – Commercial Cleaning Services Amendment Number One

cc: City Manager Eric J. Levitt