



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Holly Stuart, Public Works Program Manager
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MEETING DATE: June 11, 2024

SUBJECT: Consideration of Resolution 2024-90, Approving Amendment No. 1 to the Custodial Services Agreement with Executive Facilities Services in the Amount of \$221,492.44 for FY 2024/2025 Custodial Services at City Facilities

RECOMMENDATION:

Adopt Resolution 2024-90.

BACKGROUND:

On May 23, 2023, Resolution 2023-92 was approved awarding a Custodial Services Agreement to EFS in the amount of \$184,752.42 with the option to renew four (4) additional single year periods. Upon annual review of services, staff recommends a contract extension for a one-year period.

The scope of work for services includes five (5) days per week facility maintenance of the Civic Center, City Yard and Banning Police Department. The Banning Water Shop and park restrooms require services three (3) days per week and the Community/Senior Centers shall be limited to quarterly floor and window cleanings as shown in the detailed specifications attached hereto under the original agreement. Additional compensation for Fiscal Year 2024/2025 services amounts to \$191,628.28 which includes \$2,500 for services as needed.

In addition to custodial services, janitorial supplies (e.g., toilet paper, hand soap, paper towels, etc.) will be provided under the amended agreement which includes all labor for inventory maintenance, ordering, delivery and stocking of supplies for all City facilities serviced under the agreement. Janitorial supplies provided under this amendment will be equitable or superior to the product currently stocked by staff. Cleaning supplies and related expenses are already included and provided under the services portion of the agreement. The addition of consumable janitorial supplies for Fiscal Year 2024/2025 will increase compensation by \$29,863.96 which includes \$2,500 for additional supplies as needed.

To briefly review the current supply procurement process, for Fiscal Year 2023, supplies were acquired from a separate vendor which only supplied product. The burden of inventory maintenance, ordering and stocking was the responsibility of Building Maintenance Division staff. At times, in addition to limited staff resources, the current process experienced supply gaps and deficiencies in stocking. The cost of janitorial supply products amounted to approximately \$23,000 for Fiscal Year 2023/2024, which does not include the cost for City staff to manage the purchasing and stocking of janitorial supplies.

In regard to janitorial supplies, it is also important to note that products that will be provided by EFS will meet State recycled-content paper requirements outlined by Senate Bill 1383 and summarized below.

Beginning January 1, 2022, SB 1383 requires jurisdictions to purchase recycled-content paper products that are recycled:

- Toilet paper shall consist of at least 45 percent, by fiber weight, postconsumer recycled content fiber
- Paper towels shall consist of at least 40 percent, by fiber weight, postconsumer recycled content fiber
- Toilet seat covers shall consist of at least 20 percent, by fiber weight, postconsumer recycled content fiber

If approved, Amendment No.1 will increase compensation of the agreement by \$221,492.44 and the total agreement will amount to \$406,244.66 with the remaining option to renew three (3) additional single years.

JUSTIFICATION:

Custodial services are needed to provide regular scheduled custodial services to effectively, efficiently and safely maintain a high level of cleanliness for City facilities. Upon evaluating the existing services provided by EFS, staff recommends the contract renewal and processing of Amendment No 1. If approved, three (3) additional single year renewals remain.

FISCAL IMPACT:

Amendment No. 1 is budgeted and will be funded by the operational budget of Building and Maintenance, Account 704-3200-412.33-18 (Custodian Services).

ALTERNATIVES:

1. Adopt Resolution 2024-90 as recommended.
2. Adopt Resolution 2024-90 with modifications.
3. Do not approve Resolution 2024-90 and provide alternative direction to staff. The City Council may choose to reject this action which would result in an interruption of services in custodial services of City properties. The City does not have staff resources to perform the janitorial maintenance tasks.

ATTACHMENTS:

1. [Resolution 2024-90, EFS Custodial.docx](#)
2. [Exhibit A - Amend No.1 to CSA for Custodial Services C00845.docx](#)
3. [Location Rate Cost Breakdown.pdf](#)
4. [EFS Original Agreement.pdf](#)