



Agenda Item No: 1.h

## **PLACENTIA CITY COUNCIL AGENDA REPORT**

Meeting Date: July 15, 2025

Submitted by: Madelinne Villapando

From: Community Services

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### **Subject:**

Amendment No. 3 to Expand the Scope of Work and Budget for the Maintenance Services Agreement with Team One Management Inc. for Park Restroom Janitorial Services

### **Financial Impact:**

#### Fiscal Impact:

Community Services Budget: \$87,297

Community Services Contingency: \$8,729.70

Community Services Total Budget: \$96,026.70

Public Works Budget: \$37,760

Public Works Contingency: \$3,776

Public Works Total Budget: \$41,536

Not-to-Exceed Amount: \$137,562.70

### **Summary:**

On July 16, 2024, the City Council awarded Amendment No. 2 to the Maintenance Services Agreement with Team One Management, Inc for park restroom janitorial services. The amendment followed the initial contract term of three (3) years for a not to exceed amount of \$213,252, with the option to extend the term of the agreement of one (1) additional two-year term. Currently, Amendment No. 2 to the Maintenance Services Agreement with Team One Management for park restroom janitorial services will complete the first year of the extension on July 31, 2025. Amendment No. 2 has a not-to-exceed amount of \$174,594 for the two (2) year extension.

Due to additional services being needed from Team One Management, Inc, the City is expanding the scope of services to include porter services at special events and janitorial services for City of Placentia facilities under the Public Works Department. Based on the addition of these services, the not-to-exceed contract amount will be changed from \$174,594 to \$312,156.70. For year two (2) of the extension the contract amount will change from \$87,297 to \$137,562.70.

The recommended actions will approve Amendment No. 3 to the Maintenance Services Agreement with Team on Management, Inc. for park restroom janitorial services, porter services, and City of Placentia facility janitorial services for the Public Works Department for Fiscal Year 2025-26.

**Recommendation:**

**Recommended Action:** It is recommended that the City Council take the following actions:

1. Approve Amendment No. 3 to the Maintenance Services Agreement with Team One Management Inc. for Park Restroom Janitorial Services with an extended scope of work and additional budget for year 2 of the original Amendment No. 2 term contract for a not-to-exceed amount of \$137,562.70 per year; and
2. Authorize the City Administrator to approve contract change orders up to the 10% cumulative contract not-to-exceed of \$12,505.70; and
3. Authorize the City Administrator and/or her designee to execute all necessary documents, in a form approved by the City Attorney.

**Strategic Plan Statement:**

This item is consistent with the City Council approved 5-Year Strategic Plan Goal 6: Improve City Beautification. Team One Management Inc. is the contractor that provides the janitorial services for the park restrooms for the City and ensures that they are open and clean for park patrons to utilize.

**Discussion:**

Team One Management Inc. has been providing park restroom janitorial services to the City since 2016 and their performance has met the City's expectations. Additionally, they have assisted the City in providing porter services for special events and additional janitorial services for the Civic Center for our Public Works Department.

Team One maintains and cleans the restroom at Kraemer Park, McFadden Park, Tuffree Park, Koch Park, Vaqueros Park, Arroyo Verde Park, Parque de los Ninos, Placentia Champions Sports Complex, and Valadez Middle School. The scope of work requires the contractor to provide routine janitorial services for all City Park restroom facilities, seven (7) days a week, including holidays. The contractor provides all cleaning supplies as well as all paper and soap supplies for each restroom. The contractor is responsible for unlocking all the restroom facilities by 7:00 a.m. each day, and all restroom maintenance must be completed by 10:00 a.m.

The contract scope of work will be changed to include porter services for special events that are held within the City of Placentia along with the addition of janitorial services for the Civic Center for the Public Works Department. This Amendment No. 3 will change the current Amendment No. 2 to include these additional services and alter the not-to-exceed amount for this one (1) year extension to \$137,532.70. Should the City Council approve the contract term extension, Team One will continue to provide the restroom facility janitorial services and add the porter services along with the janitorial services for the Civic Center beginning August 1, 2025.

**Fiscal Impact Summary:**

Amendment No. 3 with Team One Management Inc. is to alter the scope of work and not-to-exceed amount of the current Amendment No. 2 for additional services that would be rendered by the contractor. Amendment No. 3 will have a not-to-exceed amount of \$137,562.70 for the one year amended contract ending August 1, 2026. The not-to-exceed amount includes a contract change order of the cumulative contract not-to-exceed amount of \$12,505.70. Should City Council approve the proposed Amendment No. 3, sufficient funds exist in both the Community Services and Public Works Department budgets for contract services for FY 2025-26.

**Attachments**

[PSA Amendment Team One Management Inc. No. 3.pdf](#)  
[24-25GL Liability -City of Placentia.pdf](#)