



CITY OF MENIFEE

SUBJECT: Agreement Amendment with Aztec Janitorial Services for City Facility Janitorial Services

MEETING DATE: June 4, 2025

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst II

REVIEWED BY: Mariana Mitchell, Community Services Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute Amendment No. 3 to the Contract Services Agreement with Aztec Janitorial Services for routine and annual deep cleaning janitorial services increasing the amount by \$331,138.21, for a total not-to-exceed amount of \$879,917.19, and extending the agreement term through June 30, 2026; and
2. Authorize the City Manager or designee to execute two optional, one-year extensions in the amounts not-to-exceed \$347,695.12 for year six and \$365,079.88 for year seven; and
3. Authorize the City Manager or designee to execute amendments as needed to include services for future maintenance areas currently under construction, at the City's discretion and contingent on availability of the corresponding budget.

DISCUSSION

The City of Meniffee's Community Services Department, Facilities Division, oversees the ongoing maintenance of all City owned, leased, and operated sites. Janitorial services are required at the nine separate sites listed in Table 1 on the following page.

TABLE 1 – CITY FACILITIES REQUIRING JANITORIAL SERVICES

City Facility	Address
City Hall	29884 Haun Road
Community Services Headquarters – West Annex	29995 Evans Road
Kay Cenicerros Senior Center and North Annex	29995 Evans Road
Lazy Creek Recreation Center, Buildings A & B	26480 Lazy Creek Road
Public Works Maintenance and Operations Center	27860 Bradley Road
Menifee Police Headquarters	29714 Haun Road
Menifee Police Substation	28115 Bradley Road
IT Offices	29826 Haun Road
CSD Locker Rooms	28349 Bradley Road

On December 29, 2021, the City issued Request for Proposal (RFP) No. 2022-10 for citywide janitorial services. At the conclusion of the RFP process, Aztec Janitorial Services (Aztec) was selected as the most responsive and qualified bidder. A Contract Service Agreement was approved by the Council on April 20, 2022, with services beginning Fiscal Year (FY) 2021/22.

The initial performance period of the agreement included the following:

- Year 1 (FY 2021/22): March 1, 2021 to June 30, 2022
- Year 2 (FY 2022/23): July 1, 2022 to June 30, 2023
- Year 3 (FY 2023/24): July 1, 2023 to June 30, 2024
- Year 4 (FY 2024/25): July 1, 2024 to June 30, 2025

At the end of the initial performance period, the City reserved the right to renew the agreement at its sole discretion for an additional three one-year extension terms by mutual written agreement of the parties, pending satisfactory performance under the original contract. The extension periods are as follows.

- Year 5 (FY 2025/26): July 1, 2025 to June 30, 2026
- Year 6 (FY 2026/27): July 1, 2026 to June 30, 2027
- Year 7 (FY 2027/28): July 1, 2027 to June 30, 2028

In the first three years of performance, staff have been satisfied with the delivery of services provided by Aztec and is recommending the execution of three additional one-year amendments for annual services covering the period of July 1, 2025, to June 30, 2028. In accordance with the pre-negotiated terms and conditions of the original agreement, annual contract renewals are eligible for a cost adjustment beginning year four based on the California Consumer Price Index (CPI), All Urban Consumers, as published by the United States Department of Labor, Bureau of Labor Statistics for the Los Angeles-Ontario-Riverside Statistical Area (CPI-U); provided however, that those adjustments in rates be based solely on the change in CPI but not to exceed five percent. Amendment No. 3 has been updated to reflect an annual CPI increase.

In order to maintain each facility to City standards, Amendment No. 3 also includes deep cleaning services which would take place annually. Over the last two years, additional services have been requested from Aztec to include tasks beyond the scope of regular maintenance. These tasks include items such as ceiling vent cleaning, restroom floor and wall scrubbing, high dusting, and

Interior and exterior window cleaning, If the amendment is approved, deep cleaning services would take place in the fall once per year.

Table 2 below details the breakdown of all previously approved contract amendments.

TABLE 2 – AMENDMENT HISTORY

Amendment No.	Amount	Term Extension	Description	Date Approved
Original Agreement	\$250,487.17		Original Contract	9/13/2023
1	\$16,080.28		Addition of Deep Cleaning Services for FY 2023/24	11/29/2023
2	\$282,211.53	July 1, 2024 - June 30, 2025	Compensation, Term Extension, and Addition of CSD Locker Room Maintenance	6/25/2024
3	\$331,138.21	July 1, 2025 - June 30, 2026	Compensation, Term Extension, and Addition of Annual Deep Cleaning Services	TBD
Total	\$879,917.19			

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

The fiscal impact of proposed Amendment No. 3 totals a not-to-exceed amount of \$331,138.21 including \$311,138.21 for regular maintenance and \$20,000 for deep cleaning services. The services are budgeted within the next fiscal year's proposed budget and contingent on the approval from City Council.

TABLE 3 – FISCAL YEAR 2025/26 PROPOSED FUNDING

Fund/Department	Account No.	Available Balance	Amount Requested
Facilities/General Services	1116-GSD-652801	\$97,997.00	\$63,466.52
Facilities/Public Works	1116-PWD-652801	\$18,253.00	\$13,259.22
Facilities/Community Services	1116-CSD-652801	\$177,265.00	\$152,093.65
Facilities/Police Department	1116-MPD-652801	\$120,246.00	\$102,318.82
	Total	\$413,761.00	\$331,138.21

Funding for the remaining \$712,775 in years six and seven would be budgeted as part of their respective year's budget and contingent on available funds.

ATTACHMENTS

1. Aztec Janitorial Services Amendment No. 3