



## Report to City Council

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**TO:** Mayor and City Council

**FROM:** Dena Heald, Chief Financial Officer/City Treasurer

**AGENDA DATE:** May 20, 2025

**TITLE:** APPROVE THE AGREEMENT FOR CITYWIDE JANITORIAL SERVICES TO MERCHANTS BUILDING MAINTENANCE, LLC. (REPORT OF: FINANCIAL AND MANAGEMENT SERVICES) (NOT APPLICABLE)

**TITLE SUMMARY:** Janitorial Services Agreement

**DISTRICT:** Not Applicable

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### Recommendation(s)

That the City Council:

1. Approve and award the Agreement for On-Site and/or Professional Services with Merchants Building Maintenance, LLC, 1995 W. Holt Ave., Pomona, CA 91768 to provide citywide janitorial services at various City facilities;
2. Authorize the City Manager, or their designee, to execute the Agreement for On-Site and/or Professional Services with Merchants Building Maintenance, LLC in the amount of \$5,000,000, subject to the approval of the City Attorney, with the option to execute one (1) 5-year extension; and
3. Authorize the City Manager or designee to execute subsequent amendments to the Agreement with Merchants Building Maintenance, LLC, including the authority to authorize associated purchase orders in accordance with the Agreement's terms, subject to the approval of the City Attorney and within the budgetary amounts previously approved by Council as part of the adopted and/or amended budget process.

## **SUMMARY**

This report recommends the approval and award of a five-year agreement with Merchants Building Maintenance, LLC (Merchants), with the option to execute one (1) 5-year extension for citywide janitorial services at various City facilities and special events.

## **DISCUSSION**

In an effort to provide a safe, clean environment for the public and City staff, the City requests to maintain a contract with Merchants for janitorial services. The City of Moreno Valley completed a request for proposal for janitorial services in 2019 and Merchants has provided the City excellent service over the past six years. It is in the City's best interest to piggyback on the City of Beverly Hills competitive award due to time and cost savings. Municipal Code § 3.12.260 grants the authorization to acquire contractual services through legal, competitively awarded contracts of other governmental jurisdictions or public agencies. This method is commonly referred to as "piggyback." In an effort to reduce and/or limit administrative cost and processing time, staff researched existing contracts that may be used to piggyback for janitorial services upon expiration of Merchants agreement with the City. Staff found that the City of Beverly Hills recently conducted a solicitation for custodial services. Bid and award documents have been examined and indicate that a competitive award was made to Merchants in 2023.

The City intends to enter into a five-year agreement with Merchants commencing in July 1, 2025 and concluding on June 30, 2030. The agreement includes an option for one (1) additional five-year extension. It is subject to annual inflation adjustments based on the Consumer Price Index for All Urban Consumers (CPI) for the Riverside-San Bernardino-Ontario Region, at the City's discretion and contingent upon budget approval by the City Council.

Staff conducted a thorough review of the historical use of janitorial services, including both routine cleaning and additional needs for special events or unexpected circumstances. This analysis determined the total contract value necessary to cover all janitorial costs over the five-year period. The contract encompasses services for anticipated special events, including emergency biohazard cleaning, and outdoor pressure washing. In the next year, janitorial costs will increase due to additional service locations, including the Immersive Museum and the 3<sup>rd</sup> satellite Library at Lakeshore Village. Additionally, rental use of the City recreational facilities has grown, increasing the need for cleaning services. Janitorial costs resulting from rentals are reimbursed through the collection of the rental fees.

Merchants provides trained professionals committed to surpassing every expectation while providing service consistent with professional consultants' standards of care, diligence, and skill. Additionally, Merchants expeditiously respond to matters requiring immediate and/or necessary action. Approval of this agreement by the City Council will ensure the seamless continuation of janitorial services.

## **ALTERNATIVES**

1. Approve and authorize the recommended actions presented in this staff report. Staff recommends this alternative as this will allow for a seamless continuation of janitorial services.
2. Do not approve and authorize the recommended actions presented in this staff report. Staff does not recommend this alternative, which could result in an extended delay and cause a potential disruption in the City's janitorial services.

## **FISCAL IMPACT**

Janitorial services are budgeted across multiple City departments and funding sources. These services are incorporated in the FY 2025/26 & 2026/27 operating budget which was approved by the City Council on May 6, 2025. At this time, no budget adjustments are being requested. Service levels will continue to be evaluated, and departmental budgets will be monitored for any potential future impacts.

## **NOTIFICATION**

Publication of the agenda.

## **PREPARATION OF STAFF REPORT**

Prepared By:  
Anna Chacon  
Purchasing and Sustainability Division Manager

Department Head Approval:  
Dena Heald  
Chief Financial Officer/City Treasurer

Concurred By:  
Felicia London  
Deputy Finance Director

## **CITY COUNCIL GOALS**

Community Image, Neighborhood Pride and Cleanliness: Promote a sense of community pride and foster an excellent image about our City by developing and executing programs which will result in quality development, enhanced neighborhood preservation efforts, including home rehabilitation and neighborhood restoration.

Public Facilities and Capital Projects: Ensure that needed public facilities, roadway improvements, and other infrastructure improvements are constructed and maintained.

## **CITY COUNCIL STRATEGIC PRIORITIES**

1. Economic Development
2. Public Safety
3. Library
4. Infrastructure
5. Beautification, Community Engagement, and Quality of Life

## **6. Youth Programs**

## Report Approval Details

Document Title:	STAFFREPORT_FMS_PS_FOR JANITORIAL SERVICES_05.20.25.docx
Attachments:	- DRAFT_AGREEMENT_MERCHANTS BUILDING MAINTENANCE_FY26-30.docx
Final Approval Date:	May 12, 2025

This report and all of its attachments were approved and signed as outlined below:

### **No Signature found**

Felicia London, MPA

Natalia Lopez

Dena Heald

Launa Jimenez

Brian Mohan

Patty Rodriguez