

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING(S)

**MEETING DATE(S):** MARCH 13 & MARCH 17, 2025

**FROM:** DANNY FRIEND, DIRECTOR OF OPERATIONS

**FOR:** ACTION X DIRECTION \_\_\_\_\_ INFORMATION \_\_\_\_\_



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## CONTRACT AGREEMENT WITH EXECUTIVE FACILITIES SERVICES, INC. FOR ANNUAL JANITORIAL SERVICES FOR FY 2024-2026

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### STAFF RECOMMENDATION

Authorize the General Manager to approve a contract with Executive Facilities Services, Inc. for Annual Janitorial Services for FY 2024-2026, totaling \$36,808.72, plus an additional 10% contingency, for a total of \$40,489.59. The agreement includes the option to extend services for three additional one-year terms. The maximum amounts for fiscal years 2026-27, 2027-28, and 2028-29 are detailed in Attachment A – Contract Cost Breakdown.

### SUMMARY

The District contracts for annual disinfection and janitorial services for several facilities, including the Administration Building, Accounting Modular, Annex Building, Corporate Yard, Horton WWTP, and the Nancy Wright RWRP. This contract will provide regularly scheduled professional janitorial services that include labor, cleaning supplies, equipment, and materials. Please refer to the contract in Attachment B for further details.

### ANALYSIS

In January 2025, the District advertised a request for bids for annual janitorial and disinfection services via OpenGov. Two bids were received and Executive Facilities Services, Inc., was the lowest responsive bidder. Below is a list of the bids received. See Attachment C for a detailed bid summary and tabulation.

BIDDER	BID AMOUNT
Executive Facilities Services, Inc.	\$36,808.72
Coastal Building Services, Inc.	\$54,860.00

FINANCIAL DATA		
Cost Associated with this action:	\$40,489.59	
Current FY cost:	\$40,489.59	
Future FY cost:	\$128,829.27	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	N/A	
All previous contracts, including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	101-General	
BID/Job#	517-Janitorial Services	
Current BID/Job balance	\$53,462.52	
Balance remaining if approved:	\$12,972.93	

### FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

Year one costs for this contract will be included in the operating budgets for FY2024/25 and 2025/26. Future appropriations will be requested as part of FY26/27, FY27/28, and FY28/29 budget requests. This action is consistent with Strategic Plan Smart Goal 3.2–Control costs and manage debt responsibility.

### ATTACHMENTS

Attachment A: Contract Cost Breakdown

Attachment B: Contract Agreement

Attachment C: Bid Summary/Tabulation