



AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 6, 2026

MEETING DATE: February 18, 2026

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Approve First Amendment to A25-1940-1- Custodial Services with ASAP Services, Inc.

DESCRIPTION/BACKGROUND:

The City entered into an agreement with ASAP Services, Inc. on March 01, 2025 for the cleaning services at City Hall, including Police and City Council Chambers, and Community Hall. The services were competitively solicited through a Request for Proposal (RFP) in January 2025 and we received one proposal from ASAP Services, Inc, who has also been the City's custodial contractor since March 2022. The dollar amount of the original agreement is \$74,965 and includes regular custodial services twice per week, as well as requested services, such as carpet cleaning, emergency clean-ups, and annual detail cleaning that occurs in December. The original term was a one-year agreement with two one (1) year options to renew with pricing to be negotiated at each one-year renewal. The first full year of service is completed, and we are entering into the first one (1) year option to renew. The revised not to exceed agreement price is \$110,000 and includes the initial \$74,965 agreement price. Services performed in Spring under this First Amendment will also include semi-annual detail cleaning and window washing. It will also include the annual detail cleaning and services through February 2027. ASAP Services did not increase pricing for this First Amendment. City is paying prices as outlined in the Fee Schedule of the original Agreement.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the First Amendment to A25-1940-1 – Custodial Services with ASAP Services, Inc. with a new agreement price not to exceed \$110,000.

ACTION:

City Council to approve the First Amendment to A25-1940-1 – Custodial Services with ASAP Services, Inc. with a new agreement price not to exceed \$110,000.

WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes

ATTACHMENTS:

- Proposed Resolution
- A25-1940-1 – ASAP Inc Custodial Services Agreement
- A25-1940-1 ASAP Services, Inc. Custodial Services Agreement – First Amendment