



STAFF REPORT

7/8/2025

AGENDA ITEM

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: THOMAS BEKELE
PUBLIC WORKS DIRECTOR/CITY ENGINEER**

**SUBJECT: MAINTENANCE SERVICES AGREEMENT WITH CCS FACILITY SERVICES FOR
CUSTODIAL MAINTENANCE SERVICES**

Summary:

Custodial maintenance services are a vital resource in supporting the health, safety, and functionality of City-owned facilities including the Signal Hill Public Library, City Hall, Youth Center, Police Department, and City parks. The 2023-2028 City of Signal Hill Strategic Plan identifies maintenance of City assets as a key objective to ensure that these facilities remain well-equipped to support municipal operations and continue to serve both the public and City staff effectively.

In alignment with the City's Purchasing Guidelines, staff conducted a formal competitive bidding process and recommends the City Council award a one-year Maintenance Services Agreement to CCS Facility Services, the lowest responsible bidder, in the amount of \$255,126. The scope of work includes janitorial services at City facilities, pressure washing playground surfaces at City parks, and on-call custodial support for special City events. If approved by the City Council, the agreement would begin on September 1, 2025.

Strategic Plan Goal(s):

Goal No. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.

Recommendations:

1. Authorize the City Manager to enter into a Maintenance Services Agreement with CCS Facility Services to provide citywide custodial maintenance services, in a form approved by the City Attorney, with an annual contract amount of \$255,126 and allowing up to a maximum of two optional one-year term extensions.

2. Adopt a Resolution appropriating \$37,063 to Account No. 100-92-5521, entitled:

A RESOLUTION OF THE CITY COUNCIL OF SIGNAL HILL, CALIFORNIA, AMENDING THE ADOPTED FISCAL YEAR 2024-2025 BUDGET AND AUTHORIZING BUDGET APPROPRIATIONS FOR THE FISCAL YEAR 2025-26.

Fiscal Impact:

The adopted Fiscal Year 2025-26 Public Works Department budget is \$208,000 for custodial maintenance services under Account No. 100-92-5521. The total cost of the contract is \$255,126; however, the actual expenditure required for the fiscal year is projected to be \$245,063. Staff will identify further potential opportunities for cost savings and work with the Finance Department throughout the fiscal year to ensure the contract costs remain sustainable for the City's Operating Budget.

For July and August 2025, JJ Property Services, the City's current contractor, will continue to provide custodial services at a cost of \$31,462. The proposed one-year custodial maintenance services agreement with CCS Facility Services will commence, covering the next twelve months, for a not-to-exceed annual contract amount of \$255,126. Therefore, staff is requesting a budget adjustment or increase to Account No. 100-92-5521 by \$37,063 to cover the cost for the new custodial services contract, as the existing budget for FY 2025-26 is only \$208,000.

Background and Analysis:

The Public Works Department augments its in-house building facility maintenance operations by contracting custodial maintenance services at various City-owned locations. The scope of services under the proposed agreement includes routine janitorial services, pressure washing of playgrounds at City parks, and on-call custodial support for special City events. The contract provides custodial maintenance services at the following locations:

Item	Facility
1	City Hall/ Council Chambers only for the first 6 months
2	Signal Hill Public Library, Community Center and Police Shooting Range
3	Signal Hill Park Restrooms
4	City Yard
5	Police Department
6	Discovery Well Park (Community Room and Restrooms)
7	Pressure Wash all playgrounds and picnic areas at the following parks: Signal Hill Park, Discovery Well Park, Reservoir Park, Calbrisas Park, Hilltop Park, Signal Hill Dog Park, Sunset View, Raymond Arbor Park, Heritage Point Park, and Hillbrook Park.
8	Portable Restroom Trailer
9	Pride Building

Consistent with the City's Purchasing Guidelines, on April 17, 2025, the City published a Notice Inviting Bids (NIB) for Citywide Custodial Maintenance Services. The City posted the NIB at the City's public notice locations, the City's website, and posted the information on PlanetBids via the City's portal. The following table below lists the bids the City received by the bid due date of May 9, 2025:

Vendor	Bid Total
Executive Facilities Services, Incorporated	\$234,735.54
Base Hills, Incorporated	\$247,647.00
CCS Facility Services	\$255,126.00
Crown Facility Solutions, Incorporated	\$288,941.70
JJ Property Maintenance Network, Incorporated	\$455,214.00
Priority Building Services, Limited Liability Company	\$234,735.54

During the bid evaluation, staff determined Executive Facilities Services Incorporated, and Base Hills Incorporated as non-responsive for failing to submit the original bid bond requirement by the bid deadline, as specified in the NIB and contract documents. A bid bond protects the City by ensuring the bidder, if awarded the contract, will sign the contract and begin the work as agreed.

CCS Facility Services, the third lowest bidder, submitted all required documents, including a hard copy of the bid bond, before the bid closing date and time. Staff reviewed the bid documents, confirmed the contractor's Department of Industrial Relations registration, and conducted reference checks to ensure the contractor has successfully performed similar work for other cities including the City of Chino and the City of Rancho Cucamonga. Based on this evaluation, staff determined that CCS Facility Services is the lowest responsive and responsible bidder and is properly licensed to perform the work outlined in the custodial services agreement. Staff recommends awarding the citywide custodial maintenance services agreement to CCS Facility Services in the amount of \$255,126.

The proposed contract represents an increase from the City's previous annual custodial maintenance services agreement. This increase reflects industry-wide inflation in labor and material costs, along with service needs, particularly at City parks due to increased usage and the City's commitment to maintaining all facilities in optimal condition. Several facilities have experienced increased foot traffic, wear, and cleaning demands, requiring more thorough custodial coverage to maintain public health standards and service expectations.

Staff requests the City Council authorize the City Manager to enter into a one-year term agreement with CCS Facility Services for citywide custodial maintenance services at a not-to-exceed contract amount of \$255,126. If approved by the City Council, the agreement would begin on September 1, 2025, and conclude on August 31, 2026. The proposed agreement includes two optional one-year term extensions the City may exercise based on the contract meeting the City's performance standards.

Reviewed for Fiscal Impact:

Siamlu Cox

7/8/2025

Attachments:

- A. Maintenance Services Agreement
- B. Budget Resolution