

*We are a welcoming, active and business-friendly rural foothill community built on California's rich gold rush history.*



**City Manager's Report**

**April 8, 2024, City Council Meeting**

**Prepared by: Denis Nishihara, Director of Community Services**

**Item #: 12.1**

**Subject:** Consider adopting a resolution authorizing the Director of Community Services to negotiate and execute a contract with On the Spot! Janitorial for custodial services at City facilities (City Hall, Town Hall, Police Department, and Water Reclamation Facility) at a monthly cost of \$6,600, effective May 1, 2025.

**Recommendation:** Adopt a resolution authorizing the Director of Community Services to negotiate and execute a contract with On the Spot! Janitorial for custodial services for City of Placerville facilities at a cost not to exceed \$79,200 annually, effective May 1, 2025.

**Purpose:** This resolution initiates a contract with a local janitorial company to provide cleaning and sanitation services for City facilities, replacing existing contracts. The agreement allows for additional services as needed based on facility usage.

**Strategic Plan Strategy:** Maintain/Improve Quality of Life (1a.) *Provide and maintain vibrant public spaces, events and programs and ensure a well-designed and protected City infrastructure.*

**Background:** In January 2024, the Community Services Department issued a Request for Proposals (RFP) for custodial services. On the Spot! Janitorial provided the most cost-effective and high-quality solution. Over the past few months, their services have expanded from City Hall to Town Hall and the Police Department due to performance issues with the previous contractor.

In February 2024, On the Spot! Janitorial submitted the most qualified low bid, aligning with current service costs. The contract includes surface cleaning, sanitation of public areas, office floors, stairwells, trash removal, and cleaning of restrooms and kitchenettes. Additional service details are included in the attachments.

**Discussion:** Since August 2024, the City has used two custodial providers: one for City Hall and another for remaining facilities. Due to subpar service from the secondary provider, the City has decided to consolidate all custodial services under On the Spot! Janitorial. Their service is timely, responsive, and adaptable to facility needs. The company's management is highly receptive to feedback and promptly addresses concerns. As a result, the Community Services Department has terminated its contract with the underperforming custodial provider.

Centralizing custodial services is beneficial due to:

- **Cost Efficiency:** Bulk purchasing cleaning supplies and equipment reduces costs.

- **Consistent Standards:** A unified provider ensures uniform cleaning protocols.
- **Improved Oversight & Accountability:** A single contract streamlines performance monitoring and compliance with safety regulations.
- **Administrative Streamlining:** Consolidating contracts and invoices simplifies financial processing.

The contract with On the Spot! Janitorial allows City staff to focus on core priorities such as park maintenance, trail management, and facility repairs. With over 30 years of industry experience, On the Spot! Janitorial brings specialized expertise while reducing overhead costs associated with in-house custodial staffing.

**Options:**

1. Adopt the resolution recommended by staff.
2. Take no action and direct staff to take other actions.

**Environmental:** Not Applicable.

**Cost:** The proposed contract with On the Spot! Janitorial has a monthly cost of \$6,600 per month or a not to exceed amount of \$79,200 annually effective May 1, 2025.

**Budget Impact:** Staff anticipates the \$6,600 monthly cost of the proposed contract with On the Spot! Janitorial will be absorbed within the adopted Fiscal Year 2024/2025 Operating Budget. If approved, staff will incorporate the \$79,200 annual cost of the proposed agreement with On the Spot! Janitorial into the draft Fiscal Year 2025/2026 Operating Budget.



M. Cleve Morris, City Manager



Denis Nishihara, Director of Community Services

**Attachments:**

- Attachment A: Resolution
- Attachment B: Scope of Work