



CC Regular Meeting AGENDA ITEM REPORT

Meeting: June 3, 2025
Title: Approval of Second Amendment to Agreement between the City of Covina and BOSS Janitorial Services, Inc for City-Wide Janitorial Maintenance Services
Presented by: Rafael M. Fajardo, Director of Public Works/City Engineer
Recommendation: Authorize the City Manager to execute the Second Amendment to the Professional Services Agreement with Boss Janitorial Services, Inc extending the contract two additional fiscal years from July 1, 2025 through June 30, 2027.

EXECUTIVE SUMMARY:

The City of Covina utilizes BOSS Janitorial Maintenance Services, Inc. (BOSS) to provide City-Wide Janitorial Maintenance Services at various City facilities. The Department of Public Works manages the Professional Services Agreement (PSA) with BOSS and is requesting a Second Amendment to their PSA in order to extend the current agreement two (2) additional fiscal years from July 1, 2025, to June 30, 2027.

BACKGROUND:

On June 21, 2022, following the completion of a formal bid process, the City Council authorized the City Manager to execute a PSA with BOSS to provide City-Wide Janitorial Maintenance Services at City Hall, City Yard, Library, and various Parks and Recreation Department facilities. The term of the PSA was for a three-year term between July 1, 2022, through June 30, 2025. As the contract is approaching its initial term end date, the City of Covina has been negotiating with BOSS regarding the extension of the contract based on the City being satisfied with services rendered.

DISCUSSION:

The City's current PSA with BOSS for City-Wide Janitorial Maintenance Services is an amount not-to-exceed \$479,644.20 for the three-year term between July 1, 2022, through June 30, 2025. On February 7, 2023, the City approved the First Amendment to the PSA that would increase the not-to-exceed amount by \$18,850 for the three-year term for a new total not-to-exceed amount of \$498,494.20 (the "maximum compensation"). City staff is recommending that the term of BOSS' PSA be extended via a Second Amendment with the City for two (2) additional fiscal years from July 1, 2025, through June 30, 2027, for a total cost of \$166,164.73 per fiscal year.

FISCAL IMPACT:

The City entering into the Second Amendment with BOSS will only extend the total contract term of the agreement. The not-to-exceed amount of \$166,164.73 per fiscal year will stay fixed for each year of the contract extension. Sufficient funding is available within the Department of Public Works' Building Maintenance Fund.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rafael M. Fajardo", is written over a horizontal line.

Rafael M. Fajardo
Director of Public Works/City Engineer