



CC Regular Meeting AGENDA ITEM REPORT

Meeting: July 15, 2025
Title: Professional Services Agreement with MasterCorp Services LLC for Janitorial Services
Presented by: Ric Walczak, Chief of Police
Recommendation: Authorize the City Manager or his designee to sign an agreement with MasterCorp Services LLC to provide janitorial services for the Covina Police Department.

EXECUTIVE SUMMARY:

On July 19, 2022, City of Covina entered into an agreement with MasterCorp Commercial Services LLC for Janitorial Services at the Covina Police Department. It was a one-year agreement with additional one-year extensions as an option. The police station is a 24-7 facility where all areas see heavy traffic and utilization, thus making cleanliness an important priority. As proposed, the City Council will consider extending the agreement with MasterCorp for the continuance of services through July 19, 2026.

DISCUSSION:

The City's Police Department Headquarters is a 24-7 facility where all areas see heavy traffic and utilization, thus making cleanliness an important priority. MasterCorp Services has met the expectations of the police station and desires to continue providing services to the City. As proposed, MasterCorp Services will continue to provide janitorial services at its current rate of \$4,748.20 per month.

FISCAL IMPACT:

The monthly cost is \$4,748.20 per month and the agreement has a not-to-exceed amount of \$60,000 to accommodate any additional work that arises throughout the year. All additional work shall first be authorized. Total cost has been budgeted in the FY 2025-2026 Police Budget in 1010 1000 52300 (Janitorial). There is no additional general fund impact.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,


Ric Walczak
Chief of Police