



CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

File #: 26-275

Meeting Date: 5/19/2026

TITLE:

AWARD A MAINTENANCE SERVICES AGREEMENT FOR JANITORIAL SERVICES TO CCS FACILITY SERVICES

DEPARTMENT: PUBLIC WORKS/GENERAL SERVICES DIVISION

PRESENTED BY: RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

CONTACT INFORMATION: PATRICK BAUER, DEPUTY PUBLIC WORKS DIRECTOR, (714) 754- 5029

RECOMMENDATION:

Staff recommends the City Council:

1. Award a Maintenance Services Agreement (MSA) to CCS Facility Services, Inc., 3001 Red Hill Ave 220, Costa Mesa, CA 92628, for two (2) years with three (3) one-year renewal periods for janitorial services for City buildings, parks, and facilities in an annual amount not to exceed \$577,972.68.
2. Authorize a ten percent (10%) contingency annually for emergency response, special events and other unforeseen costs, and approval for Consumer Price Index (CPI) escalation and de-escalation.
3. Authorize the City Manager or designee to execute the agreement and any future amendments to the agreement.

BACKGROUND:

The scope of work of the Janitorial Services contract encompasses the complete and comprehensive custodial cleaning and trash disposal at all of the City's major facilities: Balearic Community Center, City Hall, Communications Center, Corporation Yard, Downtown Recreation Center, Norma Hertzog Community Center, Police Department, Westside Police Substation, Bridge Shelter, City Parks, Senior Center, Fairview Park, Costa Mesa Tennis Center, Police Department Warehouse, Code Enforcement Substation and Fire Stations 1 through 6.

The City's current agreement for janitorial services with Executive Facilities Services is expiring on June 30, 2026.

ANALYSIS:

On February 10, 2026, the City issued a Request for Proposal (RFP) on PlanetBids for janitorial services. A mandatory job walk was conducted on February 18, 2026, and another one scheduled on February 24, 2026. A total of (11) eleven proposals were received on March 11, 2026.

The proposals were screened for compliance with the City's RFP process. Two proposals did not meet the minimum requirements, the third did not attend the mandatory job walks and therefore all were deemed non-responsive to the City's RFP process. The remaining eight were compliant and submitted to the evaluation committee.

All eight (8) proposals were evaluated based on company's ability to respond and satisfactorily defining their ability to meet the following criteria:

- Qualifications of Entity & Key Personnel
- Approach to Providing the Requested Scope of Services
- Price Proposal - Completed by Finance
- Innovative and/or Creative Approaches to Providing the Services

After a thorough review and analysis of each proposal, the evaluation committee comprised of City staff from the Economic & Development Services Department, Parks & Community Services Department and Public Works Department recommend CCS Facility Services (CCS) to provide janitorial services. Regarding the other seven (7) remaining proposers, their proposals were also deemed qualified by the evaluation committee. However, they did not exceed CCS in the criteria mentioned above.

PROPOSERS	SCORES
CCS Facility Services	1155
MasterCorp Commercial Services	1045
Executive Facilities Services	1010
Base Hill	910
Santa Fe Janitorial Maintenance	885
Uniserve Facilities Services	885
Omni Enterprise	840
Coast 2 Coast Preservations	770

CCS Facility Services understands the importance of providing thorough janitorial and disinfecting services for the aforementioned locations and maintaining the safety and integrity of the City's working and recreational environments. This ensures that the City of Costa Mesa's staff, residents, and the business community are confident that their City facilities will maintain a high level of cleanliness.

CCS Facility Services has been providing janitorial services for over 15 public agencies in Southern California, along with over 1,000 local government facilities nationwide, for over 40 years. CCS has 650 professional cleaners at its Orange County branch and will retain/transition the current janitorial employees assigned to the City's facilities to ensure the continuity of service while preserving the experience and institutional knowledge. CCS has identified expert staff for specialized tasks and has a dedicated team for parks, as well as a night crew for specific facilities.

Therefore, staff recommends the approval of the MSA to CCS Facility Services in the amount of \$577,972.68 with an additional 10% contingency annually for emergency response, special events, and unforeseen costs.

ALTERNATIVES:

The alternative to this Council action would be to deny the request to award the contract to CCS Facility Services and direct staff to re-advertise the RFP. It is not anticipated that this would result in selecting a more qualified firm or a lower cost for service.

FISCAL REVIEW:

Funding for janitorial services is included in the FY 2026-27 proposed budget in the General Fund (Fund 401), contingent upon City Council's approval and adoption of the next fiscal year budget.

LEGAL REVIEW:

The City Attorney's Office has reviewed this report, prepared the Maintenance Services Agreement (Attachment 1) and approves them both as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the following City Council goals:

- Strengthens Public Safety and Keep the Community Safe.
- Maintain and Enhance the City's Infrastructure, Facilities, Equipment, and Technology.

CONCLUSION:

Staff has evaluated the proposals to provide janitorial services for City facilities and recommend the City Council:

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