



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: OCTOBER 28, 2025

DEPARTMENT: PUBLIC WORKS

FROM: DAVID JACOBS, PUBLIC WORKS DIRECTOR

BY: JENNY DAVILA, PUBLIC WORKS ADMIN SUPERVISOR

TITLE: AMENDMENT NO. 2 WITH PEDRO C. ESTRADA DBA ESTRADA JANITORIAL SERVICES FOR CITY-WIDE JANITORIAL SERVICES

RECOMMENDED MOTION:

A motion to approve a resolution authorizing the City Manager to execute Amendment No. 2 to the City-Wide Janitorial Services Agreement with Pedro C. Estrada dba Estrada Janitorial Services to add:

1. Ensen Community Park, the Hebbbron Family Center, additional services to John Steinbeck Library, and for extra services to the city-wide janitorial scope of work;
2. Increase the annual compensation by \$41,540 for a total annual not to exceed amount of \$840,320; and
3. Extend the terms of the current Agreement for one additional year.

EXECUTIVE SUMMARY:

On August 17, 2025, the City opened Ensen Community Park and is preparing to open the new Hebbbron Family Center in the near future. Both locations will require janitorial services. Staff has also determined that additional services are required at John Steinbeck Library. To accommodate this expanded scope, an increase to the existing janitorial services agreement is necessary. The current agreement is set to expire on December 1, 2025; however, Estrada Janitorial Services has submitted an extension request.

BACKGROUND:

On June 21, 2022, a Request for Proposals (RFP) for City-Wide Janitorial Services was published via Planet Bids, an online bidding tool. A total of 45 vendors were notified, subsequently 13 registered as prospective bidders. A pre-proposal conference, attended by seven prospective bidders, was held on June 30. Proposals were due on July 22, at which time nine vendors submitted proposals for evaluation.

An evaluation committee, comprised of six, cross-departmental City staff members, was formed. The committee conducted a thorough evaluation of the proposals, based on the criteria set forth in the RFP. Proposals' rates were then evaluated using a points method and a final score assigned to each respondent per facility group. With the Points method, the proposal with the lowest cost does not necessarily receive the maximum points allowed but rather is based on all 4 categories scored. Any local vendor was allotted a 10%-point increase as identified in the RFP. After careful evaluation, staff determined that the Janitorial services agreement should be awarded to Estrada's Janitorial Service. The airport location decided that they will not be servicing that location as part of the city-wide janitorial agreement.

On December 3, 2024, Amendment No. 1 was approved by council, (N.C.S. 23176), adding seven additional facilities and extra work services to the original approved agreement. Amendment No. 1, increased by \$61,800 bringing the annual not to exceed amount to \$798,780.

The City of Salinas has recently acquired and opened Ensen Community Park and anticipates opening the new Hebbbron Family Center in December of 2025. Both facilities require janitorial services. Given that Closter Park and the Natividad Creek Park restrooms are under construction, janitorial services will be temporarily shifted to Ensen Community Park. This shift will help cover the cost of janitorial services through the term of the proposed agreement extension.

In addition, staff has determined that the John Steinbeck Library requires monthly pressure washing services for its patron entrance to address persistent odors and to remove waste and debris commonly left behind by unhoused individuals. Furthermore, extra services are necessary to address unforeseen sanitation issues, such as individuals using public areas for restroom purposes, which require more frequent and intensive cleaning efforts. The chart below illustrates the added services and costs associated with the addition:

Facility	Annual Cost
Ensen Community Park	\$0 (Coast offset by Closter & Natividad Creek Parks restroom construction)
Hebbbron Family Center	\$27,540
John Steinbeck Library	\$4,000
Additional Services	\$10,000
Total	\$41,540

The addition of facilities and services will increase the annual total compensation total by \$41,540 for a total not to exceed amount of \$840,320.

The City relies upon professional janitorial services to maintain its facilities clean and ready for the public and staff to utilize. The City and Pedro C. Estrada dba Estrada Janitorial Services have developed a good working relationship, with Pedro C. Estrada being reliable, responsive, and easy to work with. The current agreement is set to expire on December 1, 2025. Therefore, staff is requesting authorization for the City Manager to extend the agreement for one additional year.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

CALIFORNIA GOVERNMENT CODE §84308 APPLIES:

No.

STRATEGIC PLAN INITIATIVE:

This Action supports the City of Salinas Strategic Plan Goals and Strategies of Economic Development, Infrastructure, City Services, Public Safety, and Youth and Seniors by maintaining City facilities clean for the public and staff.

DEPARTMENTAL COORDINATION:

The Environmental Maintenance Division within the Public Works Department worked alongside the Library and Community Services Department in the preparation of the Amendment.

FISCAL AND SUSTAINABILITY IMPACT:

Fund	General Ledger Number (Operating/CIP)	General Ledger Account Name	Remaining Budget Appropriation	Amount Requested
1100	55.6241-63.4500	Outside Services-Maint. Janitorial	\$15,000	\$15,000
1200	55.5238-63.4500	Outside Services- Maint. Janitorial	\$120,400	\$26,540

The annual cost of \$840,320 for the City-Wide Janitorial Service agreement for multiple city facilities is funded with General Funds from multiple accounts and the extra work will be funded from the same multiple accounts detailed in the table above. The difference will be covered in the following fiscal year to cover the remaining months of the extended agreement.

ATTACHMENTS:

Resolution
Amendment No.2
Original Agreement