



AGENDA STAFF REPORT

Control: 26001706

MEETING DATE: 09/29/2026

LEGAL ENTITY TAKING ACTION: Board of Supervisors

BOARD OF SUPERVISORS DISTRICT(S): All Districts

SUBMITTING AGENCY/DEPARTMENT: OC Community Resources

DEPARTMENT CONTACT PERSON(S): Dylan Wright 714-480-2788
Samantha Smith 714-566-3033

SUBJECT: Contracts for Janitorial Services at OC Community Resources Facilities

CEO CONCUR	COUNTY COUNSEL REVIEW	CLERK OF THE BOARD
Concur	Approve agreement to form	DISCUSSION
		3 Votes Board Majority

Budgeted: Yes	Current Year Cost: \$1,187,932	Annual Cost: FY 2027-28 - \$296,983
Staffing Impact: No	Funding Source:	Sole Source: No
Current Fiscal Year Revenue: N/A	OC Public Libraries Fund 120: 95%, OC Housing & Community Development Funds 15F and 15G: 5%	County Audit in Last 3 years: No

Levine Act Review

Completed? Yes

Prior Board Action: 2/7/2023 #13

RECOMMENDED ACTION(S):

1. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA), Class 1 (Existing Facilities) pursuant to CEQA Guidelines, Section 15301.
2. Authorize the County Procurement Officer or Deputized designee to execute Subordinate Contract with US Metro Group, Inc. for janitorial services at various OC Community Resources facilities throughout Orange County in an amount not to exceed \$898,752, effective November 1, 2026, through August 31, 2027.
3. Authorize the County Procurement Officer or Deputized designee to execute Subordinate Contract with Universal Building Maintenance LLC dba Allied Universal Janitorial Services for janitorial services at various OC Community Resources facilities throughout Orange County in an amount not to exceed \$586,163. effective November 1, 2026, through August 31, 2027.

SUMMARY:

Approval of the subordinate contracts will ensure continued delivery of janitorial services that support a healthy environment for the public and County staff at OC Community Resources facilities throughout the County of Orange.

BACKGROUND INFORMATION:

Janitorial Services (Services) are required at all County of Orange (County) facilities to maintain a clean, healthy, and safe environment for the public and County staff. Core responsibilities include daily sanitizing of restrooms, dusting of office areas, cleaning of glass surfaces, emptying of all trash receptacles, cleaning of hard-surface flooring to reduce slip-and-fall hazards, and vacuuming and deep-cleaning to extend carpet life and reduce airborne dust and particles.

Facilities requiring Services include OC Community Resources/OC Public Libraries (OCCR/OCPL) branch libraries throughout the County, OCCR/OCPL Headquarters – which includes OCCR/OC Housing and Community Development (OCCR/OC H&CD), a tenant within the OCPL headquarters building. An evaluation of internal resources determined that contracting these services through the County's Regional Cooperative Agreements (RCA) is the most efficient and cost-effective method to ensure consistent service levels.

On August 25, 2021, the County Procurement Office (CPO) issued RCA 017-22010002 with Universal Building Maintenance, LLC dba Allied Universal Janitorial Services and US Metro Group, Inc. (Contractors) for countywide janitorial services, effective September 1, 2021, through August 31, 2026.

On February 7, 2023, the Board of Supervisors (Board) authorized CPO or a deputized designee to execute the following Subordinate Contracts, both effective from March 15, 2023, through August 31, 2026, matching the RCA:

- MA-012-23010703 with US Metro Group, Inc. (Metro) for Services in an amount not to exceed \$3,585,823.
- MA-012-2310704 with Allied Universal Janitorial Services (Allied) for Services in an amount not to exceed \$3,068,424.

The Subordinate Contracts include provisions for additional services allowing emergency or on-call sanitation work when immediate response is required. The Subordinate Contracts cover all necessary labor, equipment, materials, paper supplies, and cleaning products to carry out the Services.

To reduce costs, CPO offered the Contractors the opportunity to participate in the Cost Reduction Program (CRP). CPO executed the CRP Participating Amendment with Allied (Attachment A) for Services at a 15% discount for a two-year extension of the RCA, effective September 1, 2026, through August 31, 2028. CPO also executed Amendment Number One to the RCA with Metro (Attachment B) for Services, extending the

term of the RCA for one-year, effective September 1, 2026, through August 31, 2027. Metro opted not to participate in the CRP.

Interim subordinate contracts to the CPO contract extensions were administratively issued to allow CPO to negotiate with the Contractors to update the facilities and locations being serviced by Allied (Attachment C) and Metro (Attachment D) and to allow for additional time to establish subordinate contracts:

- MA-012-26011623 with Allied for Services in an amount not to exceed \$200,000, effective September 1, 2026, through October 31, 2026. Locations served under this contract are as follows: Brea Library, Costa Mesa–Donald Dungan Library, Costa Mesa–Mesa Verde Library, Garden Grove Chapman Library, Garden Grove Library, Garden Grove Tibor Rubin Library, La Habra Library, La Palma Library, Los Alamitos Library, Seal Beach Mary Wilson Library, Stanton Library, Westminster Library.
- MA-012-26011624 with Metro for Services in an amount not to exceed \$200,000, effective September 1, 2026, through October 31, 2026, in an amount not to exceed \$200,000. Locations served under this contract are as follows: Aliso Viejo Library, Cypress Library, Dana Point Library, El Toro Library, Foothill Ranch Library, Fountain Valley Library, Ladera Ranch Library, Laguna Beach Library, Laguna Niguel Library, Library of the Canyons, OC Public Libraries Headquarters, Rancho Santa Margarita Library, San Clemente Library, San Juan Capistrano Library, Tustin Library.

OCCR is now requesting the Board authorize the CPO or Deputized designee to execute Subordinate Contract MA-012-27010047 (Attachment E) with Allied for Services at various OCPL locations in an amount not to exceed \$586,163. effective November 1, 2026, through August 31, 2027.

OCCR also requests the Board authorize the CPO or Deputized designee to execute Subordinate Contract MA-012-27010053 (Attachment F) with Metro for Services at various OCPL locations in an amount not to exceed \$898,752, effective November 1, 2026, through August 31, 2027.

The Proposed Contracts are aligned with pricing and terms of the amended RCA. The Proposed Contracts do not currently include subcontractors or pass through to other providers. See Attachment G for the Contract Summary Forms. The Contractors' performance has been confirmed as satisfactory. OCCR has verified there are no concerns that must be addressed with respect to Contractors' ownership/name, litigation status or conflicts with County interests. The Orange County Preference Policy is not applicable to these contracts.

Compliance with CEQA:

The project is categorically exempt (Class 1) from the provisions of CEQA pursuant to CEQA Guidelines Section 15301, because it provides for the maintenance of existing public facilities involving negligible or no expansion of existing use.

FINANCIAL IMPACT:

Appropriations for the Proposed Contracts are included in OC Public Libraries Fund 120, and OC Housing & Community Development Funds 15F and 15G FY 2026–27 Budgets and will be included in the budgeting process for future years.

The Proposed Contracts include provisions stating the contracts are contingent upon applicable budgetary appropriations approved by the Board for each fiscal year during the term of the Proposed Contracts. In the event such funding is terminated or reduced, the County may terminate the Proposed Contracts or reduce the County’s maximum obligation, without penalty.

The annual not-to-exceed for the Proposed Contracts are as follows:

Fiscal Year	Allied Universal Janitorial Services	US Metro Group	Combined Total
FY 2026-27	\$468,930	\$719,002	\$1,187,932
FY 2027-28	\$117,233	\$179,750	\$ 296,983
Total NTE Amounts:	\$586,163	\$898,752	\$1,484,915

The costs for services under the Proposed Contracts will be shared proportionally among OCCR programs as follows:

OCCR Program	Approximate Proportional Cost Share
OC Public Libraries	95%
OC Housing and Community Development	5%

STAFFING IMPACT:

N/A

REVIEWING AGENCIES/DEPARTMENTS:

N/A

ATTACHMENTS:

Attachment A - RCA 17-22010002 Cost Reduction Program Participating Amendment

Attachment B - Amendment Number One to RCA-017-22010002

Attachment C - Subordinate Contract MA-012-26011623 for Janitorial Services between County of Orange and Universal Building Maintenance, LLC

Attachment D - Subordinate Contract MA-012-26011624 for Janitorial Services between County of Orange and US Metro, Inc.

Attachment E - Subordinate Contract MA-012-27010047 with Allied Universal Building Maintenance, LLC dba Allied Universal Janitorial Services

Attachment F - Subordinate Contract MA-012-27010053 for Janitorial Services between County of Orange and US Metro Group, Inc.

