



DATE: October 28, 2025

TO: Mayor and City Council

FROM: Director of Maintenance Services

SUBJECT: Adopt a Resolution Authorizing the City Manager to Negotiate and Execute an Agreement with SWA Services Group, to Provide Janitorial Cleaning Services at Various City Locations For a Term of Three Years with Two One-Year Options to Extend in a Contract Amount of \$2,698,755 and a Contingency Amount of \$135,000, for a Total Not-To-Exceed Amount of \$2,833,755

RECOMMENDATION

That the City Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute a three-year agreement with two one-year options to extend with SWA Services Group to provide Janitorial Cleaning services at various locations in a total-not-to-exceed amount of \$2,833.755.

SUMMARY

Contracted janitorial cleaning services are utilized at various City-owned locations, specifically at City Hall, Downtown Library and Learning Center, Weekes Branch Library, Corporation Yard, Hayward Police Department Locations, Animal Services, Fire Station #6 & Regional Training Center and the Water Resource Recovery Facility (WRRF). Staff released a request for proposals (RFP) in May 2025 to seek a qualified contractor. Staff recommend awarding the contract to SWA Services Group in a total not-to-exceed amount of \$2,833,755, which includes a \$135,000 contingency budget, and three-year term, as well as two one-year options to extend.

FISCAL IMPACT

The adopted annual operating budgets for FY26 for the Maintenance Services Department, Hayward Police Department and Public Works Water Resource Recovery Facility will continue to fund the contract for services provided at each location. The majority of services provided within this contract are paid for by the General Fund (GF). The current annual expenditure on this janitorial contract paid for by the GF is \$673,351. If approved, the new annual contract with SWA Services will result in annual savings to the General Fund of \$157,156 when compared to the current janitorial contract.

This item will provide a positive economic impact to the City by receiving increased cleaning frequencies, additional locations and day porter service for both libraries.

Department	FY26	FY27	FY28	FY29	FY30	Total	5-Year Contingency	5% Contract Total
Maintenance Services	478,196	492,542	507,319	522,538	538,214	2,538,810	126,999	2,665,809
Hayward Police – Southland & South Resource	10,999	11,329	11,668	12,018	12,379	58,393	2,921	61,314
Water Resource Recovery Facility	19,128	19,702	20,293	20,902	21,529	101,553	5,080	106,633
Total	508,323	523,573	539,280	555,458	572,122	2,698,755	135,000	2,833,755

BACKGROUND AND DISCUSSION

For many years the City has used ABM to provide janitorial cleaning services for the City's facilities. Per the City's purchasing and procurement policies, it is prudent to regularly solicit new bids to receive competitive pricing, compare services, and evaluate knowledge and experience. On May 15, 2025, staff released RFP #25-023 to seek a qualified contractor to provide janitorial services for City facilities, and a mandatory job walk for this RFP was conducted on May 28, 2025. A total of (18) contractors attended the job walk and a total of (9) proposals were received for evaluation.

Proposals were evaluated by an internal review panel consisting of City staff representing all city locations who receive services as a part of this contract.

After thoroughly evaluating each proposal for total cost, adherence to the scope in the RFP and applicable work experience, the committee ranked all proposals and invited the top four firms for an interview to discuss their respective proposals. After completing a review of the references provided, the committee recommends awarding the contract to SWA Services Group.

The recommendation is based on SWA Services Groups:

- Extensive municipal experience
- Comprehensive quality-control program
- Strong commitment to OSHA compliance and continuous employee safety training

- Emphasis on sustainability and green cleaning practices
- Overall cost efficiency
- SWA employees are represented by organized labor, (Signatory to SEIU)
- Seamless transition plan
- Proprietary SWA Quality Inspection App (Inspections and Workorders)

The committee is confident that SWA Services Group will provide reliable, high-quality service that aligns with the City's operational needs and values.

The contract awarded will be for three years with two, one-year extensions. If the City chooses to exercise the options, the base annual contract will be subject to a CPI increase for each extension. The CPI, verified with the U.S. Bureau of Labor Statistics (BLR), will be reported in all reports and/or contract extensions. Additionally, staff is recommending an annual 5% contingency of \$27,000 (\$135,000 5-year total) to support additional janitorial services for special events and any unforeseen miscellaneous janitorial services. The table below outlines the expected contract costs for the department requiring these services, assuming a 3% CIP.

STRATEGIC ROADMAP

This agenda item supports the Strategic Priority to *Champion Climate Resilience & Environmental Justice and Strengthen Organizational Healthy* but is not related to implementation of a specific project.

SUSTAINABILITY FEATURES

The City of Hayward is committed to being environmentally responsible. SWA Services Group uses Green Seal-certified products and low-toxicity disinfectants in alignment with LEED (Leadership in Energy and Environmental Design) guidelines, supporting the City's environmental initiatives.

PUBLIC CONTACT

The RFP was publicized on the City's website in May 2025. A mandatory pre-proposal conference and walkthrough was held on May 28, 2025. On August 25 & 26, 2025, staff invited four bidders to interview.

NEXT STEPS

If Council approves this contract, the City Manager will be authorized to execute the agreement with SWA Services Group in a total-not-to-exceed amount of \$2,833,755, which includes a \$135,000 contingency, and a three-year term, as well as a two one-year options to extend.

Prepared by: Liz Moran, Management Analyst II

Recommended by: Todd Rullman, Director of Maintenance Services

Approved by:



Jayanti Addleman. Interim City Manager