

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.35
(ID # 30225)**

MEETING DATE:
Tuesday, June 23, 2026

FROM : OFFICE OF ECONOMIC DEVELOPMENT

SUBJECT: OFFICE OF ECONOMIC DEVELOPMENT: Ratify and Approve the Professional Services Agreement with Idy Cleaning LLC for Janitorial Services without seeking competitive bids for five years, District 4. [\$178,720 Total Cost - 100% Economic Development Fund 21100]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the Professional Services Agreement with Idy Cleaning LLC for Janitorial Services without seeking competitive bids for an aggregate amount of \$178,720 from July 1, 2025 for five (5) years through June 30, 2030, and authorize the Chair of the Board to sign the Agreement on behalf of the County;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, and subject to the availability of funding and approval as to form by County Counsel, to sign amendments that include modifications of the Scope of Services that stay within the intent of the Agreement; and
3. Authorize the Purchasing Agent issue Purchase Orders for goods and/or services that do not exceed the total contract amount.


ACTION:Policy


Suzanne Holland, Director of Office of Economic Development 5/29/2026

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: June 23, 2026
xc: OED

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 28,800	\$ 29,760	\$ 178,720	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Economic Development Fund 21100			Budget Adjustment: No	
			For Fiscal Year: 25/26 – 29/30	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Idyllwild Public Restroom Facility is located at 54321 N. Circle Dr, Idyllwild Pine Cove, CA 92549. The facility opened in December of 2023 and provides two ADA accessible public restrooms, increasing accessibility and tourist activity to the community of Idyllwild.

This Board action ratifies and approves a five-year agreement for custodial services with Idy Cleaning LLC. The Office of Economic Development (OED), in coordination with the Riverside County Purchasing Department, has previously solicited bids for custodial services at the Idyllwild Public Restroom Facility. However, due to the facility’s remote location and the required daily frequency of cleaning services, County staff have been unable to secure multiple bids. Continuation of the agreement with Idy Cleaning LLC ensures uninterrupted janitorial services for the only ADA-accessible public restroom facility serving the geographically isolated community of Idyllwild. As a local provider, Idy Cleaning LLC is familiar with the facility’s needs and consistently maintains daily cleaning and supply replenishment, including increased service levels during peak tourism seasons.

Idy Cleaning LLC’s pricing has been reviewed and found to be reasonable, with annual increases aligned with Consumer Price Index adjustments. Transitioning to an alternative provider, if one were available, would likely be cost prohibitive due to the location and frequency of service. The current agreement provides cost efficiencies through reduced travel time and related expenses, as reflected in the proposed pricing.

The Office of Economic Development (OED) recommends that the Board ratify and approve the janitorial services contract with Idy Cleaning LLC to ensure continued service of the Idyllwild Public Restroom Facility and authorize the Purchasing Agent to execute amendments and issue purchase orders as necessary.

Impact on Residents and Businesses

The Idyllwild Public Restroom Facility was constructed to enhance community welfare by providing a centralized, ADA accessible public amenity that supports both residents and visitors. The facility plays an important role in promoting tourism, which benefits multiple sectors of the local economy by generating sales and transient occupancy tax revenues, as well as supporting jobs and income. Approval of this item will ensure the facility remains operational without interruption.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

Additional Fiscal Information

All costs associated with this Board action will be funded 100% Economic Development Fund 21100 for a total contract cost not to exceed \$178,720.00.

The agreement includes standard janitorial services for the Idyllwild Public Restroom Facility, consisting of daily custodial services seven (7) days per week for two (2) ADA-accessible public restrooms and one (1) utility closet, including janitorial supplies and consumables. The agreement also includes provisions for miscellaneous services requested by the County that are outside the standard scope of work at a rate of \$50 per hour.

Expenditures by Fiscal Year are estimated as follows:

Fiscal Year	Term	Monthly Rate	Estimated Annual Cost
FY 2025/2026	6/1/25 5/31/26	\$2,400	\$28,800
FY 2026/2027	6/1/26 5/31/27	\$2,480	\$29,760
FY 2027/2028	6/1/27 5/31/28	\$2,560	\$30,720
FY 2028/2029	6/1/28 5/31/29	\$2,640	\$31,680
FY 2029/2030	6/1/29 5/31/30	\$2,730	\$32,760

The annual increases average approximately three percent (3%) over the five-year agreement term and are consistent with anticipated Consumer Price Index (CPI) adjustments and prevailing increases in labor, transportation, and janitorial supply costs.

County staff reviewed the proposed pricing and determined the costs to be fair and reasonable based on historical pricing for comparable janitorial services, inclusion of cleaning supplies within the monthly rate, the contractor's familiarity with the facility and operational requirements, and the reduced travel and mobilization costs associated with utilizing a local service provider in a geographically isolated mountain community. Retaining Idy Cleaning LLC also provides operational continuity and minimizes the potential for service interruptions at the County's only ADA-accessible public restroom facility serving the Idyllwild community.

Description	Term	Cost
Standard janitorial services as defined by the Janitorial Specifications in Exhibit A, which includes service 7x per week for two (2) ADA compliant restrooms and one (1) utility closet.	6/1/25 – 5/31/26	\$2,400 per Month
	6/1/26 – 5/31/27	\$2,480 per Month
	6/1/27 – 5/31/28	\$2,560 per Month
	6/1/28 – 5/31/29	\$2,640 per Month

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

Supplies included.	6/1/29 – 5/31/30	\$2,730 per Month
Miscellaneous services requested by County but not defined by the Janitorial Specifications in Exhibit A	6/1/25 – 5/31/30	\$50 per Hour

Contract History and Price Reasonableness

Idy Cleaning LLC has provided janitorial services for the Idyllwild Public Restroom Facility during Fiscal Year 2024/2025 and has performed satisfactorily by maintaining the facility in accordance with County standards and operational requirements. The prior agreement was a one-year contract for an identical scope of work, service schedule, and facility location in the amount of \$27,900.

Prior to the current request and previous agreement term, the County conducted market research and outreach efforts to identify alternative qualified vendors capable of performing the required services. Solicitation efforts included outreach to County Facilities Management contract janitorial providers as well as independent janitorial firms operating within Riverside County and surrounding areas. Despite these efforts, the County received limited vendor interest and was unable to secure multiple responsive proposals.

Vendors cited the remote geographic location of the facility, the requirement for daily service frequency, travel time considerations, and the relatively limited scope of work associated with servicing a single restroom facility as factors that made the work economically unfeasible. As a result, the Office of Economic Development submitted this request as a Single Source Justification (SSJ), which has been reviewed by the Purchasing Department.

The proposed pricing from Idy Cleaning LLC has been evaluated and determined to be fair and reasonable based on several factors, including:

- comparison to prior year pricing for the same scope of services;
- the prior one-year agreement amount of \$27,900 for identical services and location;
- historical knowledge of janitorial service rates for similar public facilities;
- inclusion of cleaning supplies within the monthly service rate;
- the contractor's demonstrated understanding of the facility and operational requirements;
- avoidance of additional mobilization, travel, and administrative costs that would likely be incurred by an out-of-area vendor; and
- the continuity and reliability of daily custodial services necessary to maintain uninterrupted public access to the County's only ADA-accessible public restroom facility serving the Idyllwild community.

The annual price increases incorporated into the agreement average approximately three percent (3%) over the five-year contract term and are consistent with anticipated Consumer Price Index (CPI) adjustments and prevailing increases in labor, transportation, and janitorial

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

supply costs within the janitorial services industry. County staff determined these increases to be reasonable and necessary to maintain service continuity over the contract term.

Additionally, transitioning to another provider, if one were available, would likely result in increased costs to the County due to onboarding, travel, staffing, and operational inefficiencies associated with servicing a remote mountain community. Retaining Idy Cleaning LLC provides operational efficiencies, continuity of service, and overall best value to the County while minimizing the potential for service interruptions at the facility.

ATTACHMENTS:

- Professional Services Agreement with Idy Cleaning LLC.
- Single Source Justification

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Jacqueline Ruiz, Principal Analyst 6/16/2026


Aaron Gettis, Chief Deputy County Counsel 6/10/2026

PROFESSIONAL SERVICES AGREEMENT

for

JANITORIAL SERVICES

between

COUNTY OF RIVERSIDE

and

IDY CLEANING LLC



Table of Contents

Table of Contents 1

1. Description of Services 2

2. Period of Performance 2

3. Compensation 2

4. Alteration or Changes to the Agreement 3

5. Termination..... 4

6. Ownership/Use of Contract Materials and Products..... 5

7. Conduct of Contractor..... 5

8. Inspection of Service; Quality Control/Assurance 6

9. Independent Contractor/Employment Eligibility..... 6

10. Subcontract for Work or Services..... 8

11. Disputes..... 8

12. Licensing and Permits..... 8

13. Use By Other Political Entities 9

14. Non-Discrimination 9

15. Records and Documents 9

16. Confidentiality 9

17. Administration/Contract Liaison 10

18. Notices 10

19. Force Majeure 10

20. EDD Reporting Requirements 10

21. Hold Harmless/Indemnification..... 11

22. Insurance 11

23. General 14

Exhibit A – Scope of Services 18

Exhibit B – Payment Provisions 23

This Agreement by and between Idy Cleaning LLC, a California company, (herein referred to as "CONTRACTOR") and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY"). The parties agree as follows:

1. Description of Services

1.1 CONTRACTOR shall provide all services as outlined and specified in Exhibit A, Scope of Services, at the prices stated in Exhibit B, Payment Provisions.

1.2 CONTRACTOR represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. CONTRACTOR shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

1.3 CONTRACTOR affirms that it is fully apprised of all of the work to be performed under this Agreement; and the CONTRACTOR agrees it can properly perform this work at the prices stated in Exhibit B. CONTRACTOR is not to perform services or provide products outside of the Agreement.

1.4 Acceptance by the COUNTY of the CONTRACTOR's performance under this Agreement does not operate as a release of CONTRACTOR's responsibility for full compliance with the terms of this Agreement.

2. Period of Performance

2.1 This Agreement shall be effective July 1, 2025, upon signature of this Agreement by both parties and continues in effect for Five (5) years through June 30, 2030, unless terminated earlier. CONTRACTOR shall commence performance upon signature of this Agreement by both parties and shall diligently and continuously perform thereafter. The Riverside County Board of Supervisors is the only authority that may obligate the COUNTY to a multi-year agreement.

3. Compensation

3.1 The COUNTY shall pay the CONTRACTOR for services provided, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed an aggregate of One-Hundred and Seventy-Eight Thousand, Seven-Hundred and Twenty Dollars (\$178,720.00) including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. To order services or products, COUNTY shall issue a Purchase Order to CONTRACTOR specifying the amount of services or products. CONTRACTOR shall not perform services or provide products unless it has received a Purchase Order signed by an authorized representative

of COUNTY. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

3.2 No price increases will be permitted during the term of this Agreement other than the increases detailed in Exhibit B.

3.3 CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. Prepare invoices in duplicate. For this Agreement, send the original and duplicate copies of invoices to:

Riverside County Office of Economic Development
34030 10th Street, Suite 400
Riverside, CA 92501

Attn: Fiscal Division, ed-ap@rivco.org

- a) Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number EDARC-91039-001-06/30; quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.
- b) Invoices shall be rendered monthly in arrears.

3.4 The COUNTY obligation for payment of this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of COUNTY funding from which payment can be made. In the State of California, government agencies are not allowed to pay excess interest and late charges, per Government Code, Section 926.10. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

4. Alteration or Changes to the Agreement

4.1 The Board of Supervisors and the COUNTY Purchasing Agent and/or his designee is the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this

Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

4.2 Any claim by the CONTRACTOR for additional payment related to this Agreement shall be made in writing by the CONTRACTOR within thirty (30) days of when the CONTRACTOR has or should have notice of any actual or claimed change in the work, which results in additional and unanticipated cost to the CONTRACTOR. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, he may authorize additional payment to the CONTRACTOR pursuant to the claim. Nothing in this section shall excuse the CONTRACTOR from proceeding with performance of the Agreement even if there has been a change.

5. Termination

5.1 COUNTY may terminate this Agreement without cause upon thirty (30) days written notice served upon the CONTRACTOR stating the extent and effective date of termination.

5.2 COUNTY may, upon five (5) days written notice, terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

5.3 After receipt of the notice of termination, CONTRACTOR shall:

- (a) Stop all work under this Agreement on the date specified in the notice of termination; and
- (b) Transfer to COUNTY and deliver in the manner as directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would have been required to be furnished to COUNTY.

5.4 After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement.

5.5 CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by CONTRACTOR; or in the event of CONTRACTOR's unwillingness or inability for any reason whatsoever to perform the terms of this Agreement. In such event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

5.6 If the Agreement is federally or State funded, CONTRACTOR cannot be debarred from the System for Award Management (SAM). CONTRACTOR must notify the COUNTY immediately of a debarment. Reference: System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (FedReg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

5.7 The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

6. Ownership/Use of Contract Materials and Products

The CONTRACTOR agrees that all materials, reports or products in any form, including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY. The material, reports or products may be used by the COUNTY for any purpose that the COUNTY deems to be appropriate, including, but not limited to, duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

7. Conduct of Contractor

7.1 The CONTRACTOR covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

7.2 The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement.

7.3 The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

8. Inspection of Service; Quality Control/Assurance

8.1 All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected; the COUNTY shall have the right to: (1) require the CONTRACTOR immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

8.2 CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a COUNTY representative or other regulatory official to monitor, assess, or evaluate CONTRACTOR's performance under this Agreement at any time, upon reasonable notice to the CONTRACTOR.

9. Independent Contractor/Employment Eligibility

9.1 The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties; and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties

that CONTRACTOR in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

9.2 CONTRACTOR warrants that it shall make its best effort to fully comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement meet the citizenship or alien status requirement set forth in federal statutes and regulations. CONTRACTOR shall obtain from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered employees, for the period prescribed by the law.

9.3 Ineligible Person shall be any individual or entity who: Is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs; or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

9.4 CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement. CONTRACTOR shall not hire or engage any Ineligible Person to provide services directly relative to this Agreement. CONTRACTOR shall screen all current Covered Individuals within sixty (60) days of execution of this Agreement to ensure that they have not become Ineligible Persons unless CONTRACTOR has performed such screening on same Covered Individuals under a separate agreement with COUNTY within the past six (6) months. Covered Individuals shall be required to disclose to CONTRACTOR immediately any debarment, exclusion or other event that makes the Covered Individual an Ineligible Person. CONTRACTOR shall notify COUNTY within five (5) business days after it becomes aware if a Covered Individual providing services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible Person.

9.5 CONTRACTOR acknowledges that Ineligible Persons are precluded from providing federal and state funded health care services by contract with COUNTY in the event that they are currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person, CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY business operations related to this Agreement.

9.6 CONTRACTOR shall notify COUNTY within five (5) business days if a Covered Individual or entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened. Such individual or entity shall be promptly removed from participating in any activity associated with this Agreement.

10. Subcontract for Work or Services

No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

11. Disputes

11.1 The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be decided by the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

11.2 Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third-party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

12. Licensing and Permits

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction and shall maintain these throughout the term of this Agreement.

13. Use By Other Political Entities

The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit entity in Riverside County. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

14. Non-Discrimination

CONTRACTOR shall not discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code 12900 et. seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.) and all other applicable laws or regulations.

15. Records and Documents

CONTRACTOR shall make available, upon written request by any duly authorized Federal, State, or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the CONTRACTOR's costs related to this Agreement. All such books, documents and records shall be maintained by CONTRACTOR for at least five (5) years following termination of this Agreement and be available for audit by the COUNTY. CONTRACTOR shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

16. Confidentiality

16.1 The CONTRACTOR shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

16.2 The CONTRACTOR shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical

information not identifying any person. The CONTRACTOR shall not use such information for any purpose other than carrying out the CONTRACTOR's obligations under this Agreement. The CONTRACTOR shall promptly transmit to the COUNTY all third-party requests for disclosure of such information. The CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph.

17. Administration/Contract Liaison

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR in connection with this Agreement.

18. Notices

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two (2) days after their deposit in the United States mail, postage prepaid:

COUNTY OF RIVERSIDE

Riverside County Office of Economic Development
34030 10th Street, Suite 400
Riverside, CA 92501
Attn: Erik Sydow, esydow@rivco.org

CONTRACTOR

Idy Cleaning, LLC
P O Box 110, Idyllwild, CA 92549
(951) 805-5515
Attn: Patty Perez, pattyperezidyll@gmail.com

19. Force Majeure

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

20. EDD Reporting Requirements

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within ten (10) days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or certificates required may result in the

contract being awarded to another contractor. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under "Employment Development Department" or access their Internet site at www.edd.ca.gov.

21. Hold Harmless/Indemnification

21.1 CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability, action, claim or damage whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature. CONTRACTOR shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited to, attorney fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions or services.

21.2 With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR's indemnification to Indemnitees as set forth herein.

21.3 CONTRACTOR's obligation hereunder shall be satisfied when CONTRACTOR has provided COUNTY with the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

21.4 The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR's obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

22. Insurance

22.1 Without limiting or diminishing the CONTRACTOR's obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the

insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.

A. Workers' Compensation:

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits of not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

B. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR's performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

C. Vehicle Liability:

If vehicles or mobile equipment is used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned, or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

D. General Insurance Provisions - All lines:

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the COUNTY Risk Manager. If the COUNTY's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the COUNTY Risk Manager before the commencement of operations under this

Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the COUNTY's Risk Manager, CONTRACTOR's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3) CONTRACTOR shall cause CONTRACTOR's insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the COUNTY Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days' written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has received original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier shall sign the original endorsements for each policy and the Certificate of Insurance.

4) It is understood and agreed by the parties hereto that the CONTRACTOR's insurance shall be construed as primary insurance, and the COUNTY's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.

5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the COUNTY Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

6) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

8) CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

23. General

23.1 CONTRACTOR shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

23.2 Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

23.3 In the event the CONTRACTOR receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the CONTRACTOR shall promptly refund the disallowed amount to the COUNTY on request; or at its option the COUNTY may offset the amount disallowed from any payment due to the CONTRACTOR.

23.4 CONTRACTOR shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

23.5 CONTRACTOR shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The CONTRACTOR warrants that it has good title to all materials or products used by CONTRACTOR or provided to COUNTY pursuant to this Agreement, free from all liens, claims, or encumbrances.

23.6 Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.

23.7 The COUNTY agrees to cooperate with the CONTRACTOR in the CONTRACTOR's performance under this Agreement, including, if stated in the Agreement, providing the CONTRACTOR with reasonable facilities and timely access to COUNTY data, information, and personnel.

23.8 CONTRACTOR shall comply with all applicable Federal, State and local laws and regulations. CONTRACTOR will comply with all applicable COUNTY policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

23.9 CONTRACTOR shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

23.10 CONTRACTOR shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

23.11 This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

23.12 Electronic Signatures. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") (Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signatures means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

23.13 During the term of this Agreement and for one (1) year after the Agreement is terminated, CONTRACTOR will not indirectly or directly solicit to hire, any individual who is employed by COUNTY.

23.14 CONTRACTOR acknowledges and understands that COUNTY is a government entity subject to the public records and meeting laws of the State of California, including the California Public Records Act (Government Code Section 7920 et seq.) Notwithstanding any other provision contained in this Agreement, any information (Including Confidential Information), communications, and documents given by CONTRACTOR to COUNTY and meetings involving COUNTY may be subject to requests for disclosure pursuant to the California Public Records Act and Brown Act. COUNTY acknowledges and understands that trade secrets are exempt from the disclosure requirements of the California Public Records Act and the California Brown Act and will ensure CONTRACTOR will have a reasonable opportunity to object to any disclosure of CONTRACTOR information that is exempt from disclosure under public disclosure laws and regulations, including seeking an order blocking such disclosure. Each Party shall disclose the other Party's Confidential Information when required by law or otherwise in response to a valid order of a court or other governmental body of the United States or any political subdivision thereof.

[Signature Page Follows]

23.15 This Agreement, including any attachments or exhibits, constitutes the entire agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Agreement.

COUNTY OF RIVERSIDE, a political subdivision of the State of California

By: Karen S. Spiegel
Karen Spiegel
Chairman, Board of Supervisors

Dated: JUN 23 2026

IDY CLEANING LLC, a California company

By: [Signature]
Patty Perez
Owner

Dated: 05.01.2026

ATTEST:
Kimberly A. Rector
Clerk of the Board
By: [Signature]
Deputy

APPROVED AS TO FORM:
Minh C. Tran
County Counsel

By: [Signature]
Stephanie Nelson
Deputy County Counsel

Dated: 5/18/26

Exhibit A – Scope of Services

A. SCOPE OF SERVICE

The janitorial service provider shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform the janitorial services as described in the specifications detailed herein. The required result is to maintain the facility in such a manner as to provide a clean, healthy and safe environment for occupants of one (1) County restroom facility. The specifications have been developed to establish the minimum level of janitorial services required by the County of Riverside Office of Economic Development.

Janitorial Specifications

Services to be performed daily, seven (7) times per week (Monday through Sunday) unless otherwise determined by the County Development Manager.

B. SERVICES

1. Clean and sanitize all units. Clean pipes beneath all sinks.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers.
 - a. The janitorial service provider is Responsible for replenishing consumables to fill all dispensers in the restrooms as needed including, but not limited to, toilet paper, sanitary toilet seat covers, anti-bacterial soap, trash liners, etc.
 - b. All cleaning supplies are to be provided by the janitorial service provider.
4. Empty and disinfect all sanitary napkin receptacles.
5. Sweep and damp mop floors with a germicidal solution paying special attention around washbowls, toilets and urinals.
6. Empty waste receptacles.
7. Clean switch, door and kick plates.
8. Maintain floor traps free of odor.
9. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
10. Clean and buff floors, with special attention to grouting, corners of floor, baseboards, and stalls.
11. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
12. Wash with germicidal solution entrance doorways, ledges, etc.

C. GENERAL DEFINITIONS

The following definitions outline minimum acceptable

1. Sweeping and Damp Mopping
 - a. Dust mopping must be performed with a treated mop. After sweeping and damp mopping operation, all floors must be clean and free from strings, bristles and dirt streaks.
 - b. Leave no dirt in corners, behind doors, on stairs or landings. Leave no dirt where sweepings were picked up.
 - c. Leave no dirt, trash, or foreign matter under desks, tables or chairs.
2. Wet Mopping and Scrubbing
 - a. The floors must be properly prepared, thoroughly swept to remove visible dirt and debris, wads of gum, tar and foreign substances from the floor surfaces.

- b. Upon completion of the wet mopping or scrubbing, the floor must be clean and free of dirt, water streaks, mop marks, strings; properly rinsed and dry mopped to present an overall appearance of cleanliness.
 - c. All surfaces must be dry, and corners and cracks clean after the wet mopping or scrubbing.
 - d. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.
3. Dusting
- a. Do not move dusting residue from spot to spot but remove directly from the areas in which dirt lies by the most effective means appropriate; treated dusting cloths or vacuum tools.
 - b. Leave no dust streaks.
 - c. Leave corners, crevices, molding and ledges free of dust and cobwebs.
 - d. Leave no oil spots or smudges on dusted surfaces caused by dusting tools.
4. Damp Wiping
- This task consists of using a clean damp cloth or sponge to remove all dirt spots and streaks from walls, glass, and other specified surfaces and then drying to provide a polished appearance.
- a. The wetting solution must contain an appropriate cleaning agent.
 - b. When damp wiping in toilet areas, use a multi-purpose disinfectant/deodorizer.
5. Miscellaneous
- a. Restroom units consist of washbowls, toilets and urinals. Clean and sanitize each unit by washing, inside and outside, with a germicidal solution. Leave seats in a raised position.
 - b. The janitorial service provider is responsible for the purchase and supply of sanitary napkins and dispensers. All profits from the sale of such items would belong to the janitorial service provider.

D. GENERAL PROVISIONS

- 1. Materials, Treatments, Etc.
 - a. The janitorial service provider must supply all cleaning supplies needed in fulfilling this contract. This includes cleaners, finishers, etc., for the treatment of the various types of flooring, furniture, etc. Use only such materials as are recommended and approved by the appropriate manufacturer.
 - b. The janitorial service provider's prime responsibility is to protect owner's property at all times, and to use only such materials and treatments as will enhance appearance of flooring, etc., and preserve the surface against deterioration.
- 2. Mechanical and other equipment
 - a. All power equipment used such as floor machines; vacuum systems and all other equipment must be commercial grade. Right is reserved by the County of Riverside to accept or reject these items.
 - b. The janitorial service provider will be held solely responsible for all items stored on the premises.

E. SPECIAL PROVISIONS

- 1. Health, safety, and environmental protection

The janitorial service provider shall conform to all applicable Federal, State and local laws, and to the requirements of these specifications. In performing janitorial work in a

- Department of State facility, the janitorial service provider shall:
- a. Take all reasonable steps and precautions to prevent accidents and to preserve the health and safety of visitors, contractor personnel, and County personnel performing or in any way coming into contract with the performance of this contract;
 - b. Take all reasonable precautions to prevent the release of hazardous chemicals into the environment; and
 - c. Take such additional precautions as the County may reasonably require for health, safety, and environmental protection.
2. Department of Industrial Relations Registration Requirements: New registration requirements of the Property Service Worker Protection Act (Labor Code 1420-1434) began July 1, 2018. Department of Industrial Relation Registration must be maintained by CONTRACTOR throughout the term of this contract.

Janitorial services are to be performed at the park listed below.

- Idyllwild Public Restrooms: 54321 N. Circle Drive, Idyllwild, CA 92549

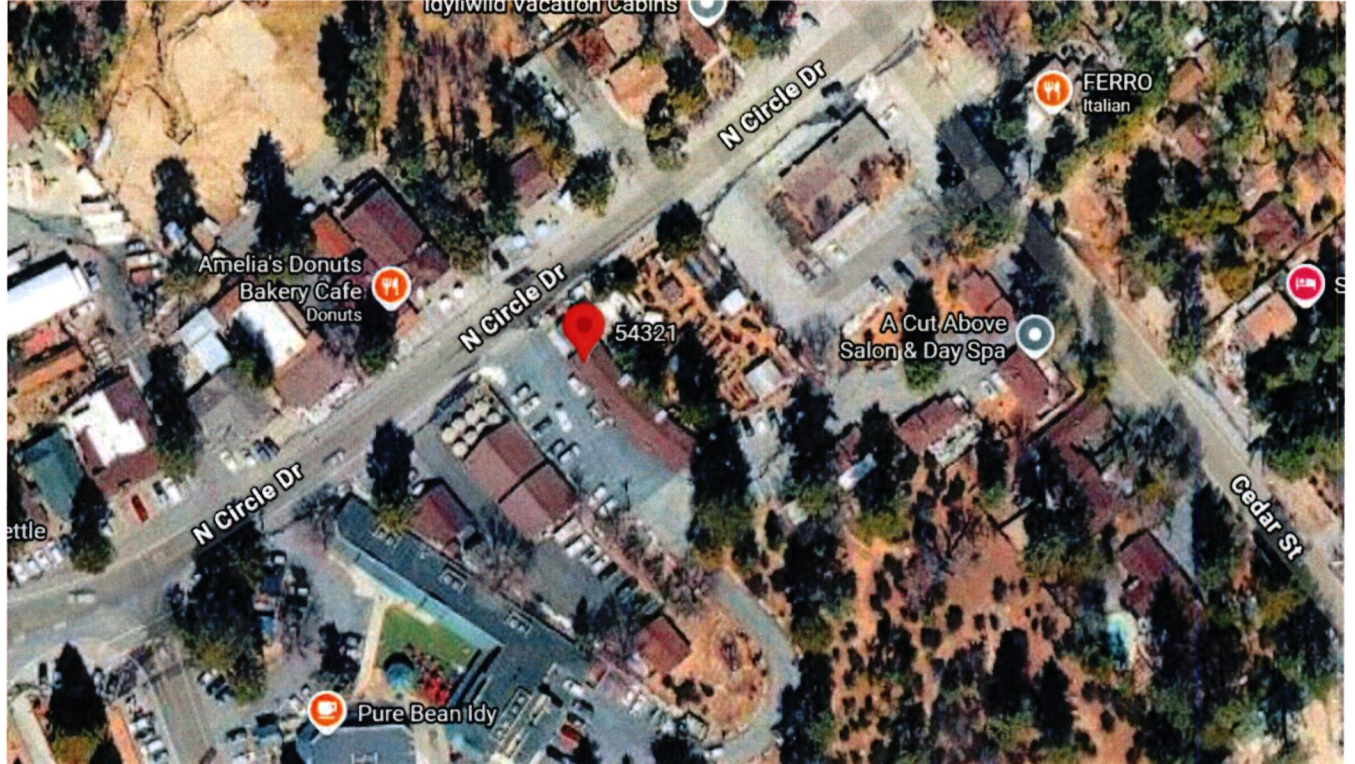
These services would commence on or around July 1, 2025. The public hours for these parks are 9:00 AM to 5:00 PM Sunday through Saturday. The County recognizes approximately 11 legal holidays throughout the calendar year.

The County reserves the right to add or adjust on-going scheduled services for the area, including seasonal needs. The total cost of all combined service areas shall not exceed the County's annual budget for custodial services.

F. IDYLLWILD PUBLIC RESTROOMS

2 ADA Compliant Restrooms and a utility closet.

Site Location: 54321 N Circle Dr, Idyllwild-Pine Cove, CA 92549



Typical Restroom Layout:



Utility Closet Layout:



Floor Plan:

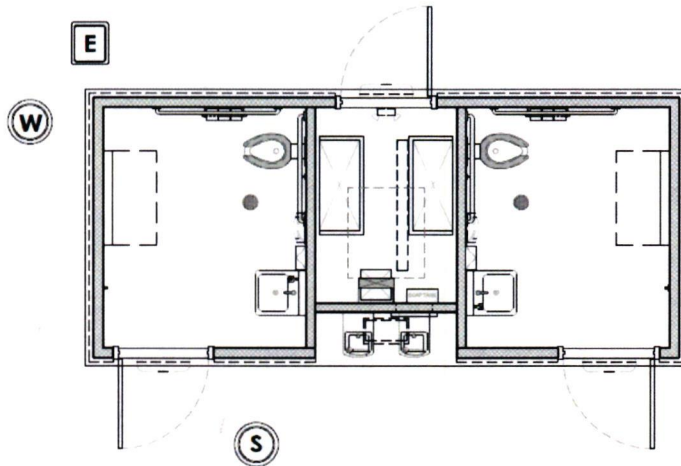


Exhibit B – Payment Provisions

Fees for janitorial services at Idyllwild Public Restrooms, 54321 N Circle Dr. Idyllwild-Pine Cove, CA, 92549:

Description	Term	Cost
Standard janitorial services as defined by the Janitorial Specifications in Exhibit A, which includes service 7x per week for two (2) ADA compliant restrooms and one (1) utility closet. Supplies included.	6/1/25 – 5/31/26	\$2,400 per Month
	6/1/26 – 5/31/27	\$2,480 per Month
	6/1/27 – 5/31/28	\$2,560 per Month
	6/1/28 – 5/31/29	\$2,640 per Month
	6/1/29 – 5/31/30	\$2,730 per Month
Miscellaneous services requested by County but not defined by the Janitorial Specifications in Exhibit A	6/1/25 – 5/31/30	\$50 per Hour



RIVERSIDE COUNTY
OFFICE OF ECONOMIC DEVELOPMENT

Date: Tuesday, March 31, 2026
From: Suzanne Holland, Director, Office of Economic Development
To: Board of Supervisors
Via: Erik Sydow, Development Manager, (951) 955-9021
Subject: Request for Custodial Services

The below information is provided in support of the Office of Economic Development's request for a single source purchase/agreement with a cost of \$5,000 or more for goods and/or services.

Single Source Sole Source

Supporting Documents: indicate which are included in the request from the list below.

Supplier Quote Supplier Sole Source Letter Final draft agreement
 Final draft Form 11 H-11 approved by RCIT/TSOC Grant Agreement
 Other: _____

1. **Requested Supplier Name:** Idyllwild Professional Cleaning Services, **Supplier ID:** 0000133249
 - a. **Describe the goods/service being requested:** Daily Custodial services to clean and service the only Americans with Disabilities Act (ADA) public restroom located in the geographically remote area of Idyllwild, CA.
 - b. **Explain the unique features of the goods/services being requested from this supplier:** Idyllwild Professional Cleaning Services is located in Idyllwild (local), and is familiar with servicing the location, maintains the ability to service the restroom daily, including additional attention during peak tourism season.
 - c. **What are the operational benefits to your department?** The County, including Departments that employ custodians, are unable to service the facility due to the location. Being able to quickly supply the facility with needed products, clean, and ensure operability of the restrooms is pivotal to keeping the only ADA public restroom operational. Even in inclement weather, including snow, Idyllwild Professional Cleaning Services are local and can service the facility.
 - d. **Provide details on any cost benefits/discounts.** Due to the remote location, it is difficult to find a firm that will service the area, and service the specific restroom daily, The cost of changing to a different service provider, if even available, would be cost prohibitive. Cost savings via reduced travel time and expenses are built into the current price proposal.

2. Can this request be formally bid out or procured using a viable solution such as an existing cooperative agreement or existing contract with another department or public entity?
 Yes No
- a. If yes, please explain why you are requesting to utilize an SSJ process? The County has made multiple efforts to solicit bids from County Facilities Management, County Facilities Management's contract janitorial providers, and private janitorial firms. However, due to the facility's location outside standard service areas, the limited service frequency, and the relatively low contract value associated with maintaining a single restroom facility, vendors have consistently declined to submit proposals.

3. Has your department previously requested/received an assigned tracking number for a single or sole source request for this Supplier for the goods/service requested now?
 Yes SSJ# _____ No

a. What was the total annual and aggregate amount? _____

4. Identify all costs for this requested in the table below:
 If review is for multiple years, all costs must be identified below:

Description:	FY <u>25/26</u>	FY <u>26/27</u>	FY <u>27/28</u>	FY <u>28/29</u>	FY <u>29/30</u>	Total
Standard janitorial services as defined by the Janitorial Specifications in Exhibit A, which includes service 7x per week for two (2) ADA compliant restrooms and one (1) utility closet. Supplies included.	\$28,880	\$29,760	\$30,720	\$31,680	\$32,760	\$153,720
Miscellaneous services requested by County but not defined by the Janitorial Specifications. Time and Materials at \$50 per hour.	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Total Costs	\$33,800	\$34,760	\$35,720	\$36,680	\$37,760	\$178,720

5. Period of Performance: July 1, 2025, through June 30, 2030
 Ratify Start Date (if applicable): July 1, 2025
 Initial Term Start Date: July 1, 2025 End Date: June 30, 2026
 Number of renewal options: N/A
 Aggregate Term/End Date: June 30, 2030

6. Projected Board of Supervisor Date (if applicable): April 28, 2026

By signing below, I certify that all contractual and legal requirements to do business with the selected supplier have been fully vetted and approved.

Suzanne Holland [Signature] 3/31/2026
Print Name Department Head Signature Date

(Executive Level Designee)

PCS Reviewed:

Matthew Gaeta [Signature] 4/6/26
Print Name Signature Date

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to psources@rivco.org, and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Review and Comments: _____

Not to exceed:

One-time \$ _____

Annual Amounts reflected in completed chart for Question #4

Total Cost \$178,720

Aggregate Amount \$ _____

Stacy Orton 4/22/2026 26-151
Purchasing Agent Signature Date Tracking Number

(Reference on Purchasing Documents)