



AGENDA REPORT

TO: Jestin D. Johnson
City Administrator

FROM: Dr. Jason H. Lester
Human Services Director

SUBJECT: Professional Services Agreement
Amendment With American Building
Service, Inc.

DATE: February 9, 2026

City Administrator Approval


Jestin Johnson (Feb 25, 2026 18:08:27 PST)

Date: Feb 25, 2026

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution:

Authorizing The City Administrator To Execute An Amendment To An Existing Professional Services Agreement With American Building Service, Inc., Increasing The Current Agreement Of Two Hundred Fifty Thousand Dollars (\$250,000) By An Additional Seven Hundred Fifty Thousand Dollars (\$750,000) For A New Total Agreement Amount Not To Exceed One Million Dollars (\$1,000,000) And Extending The Term End Date From December 31, 2026 to June 30, 2029 For Regular Janitorial And Cleaning Services At Early Childhood Facilities.

EXECUTIVE SUMMARY

The City of Oakland Early Childhood and Family Services Division operates a unique early care, education, school readiness, and family support for Oakland's expectant parents and families with children birth through five years, prioritizing income-qualified families and those facing barriers to opportunity. The program must provide safe and hygienic environments per state and federal requirements, thus necessitating regular and consistent janitorial services at early childhood facilities. American Building Service, Inc. currently provides nightly, weekly, and seasonal janitorial and cleaning services to early childhood facilities to meet state and federal requirements for safe and sanitary environments for children, families, staff, and visitors.

The Human Services Department is requesting approval to amend the professional services agreement with American Building Service, Inc. to provide regular janitorial and cleaning services at early childhood facilities. The amendment will increase the current not to exceed amount of \$250,000 by an additional \$750,000 for a new total not to exceed amount of \$1,000,000 and extend the term end date from December 31, 2026 to June 30, 2029.

Life Enrichment Committee
March 10, 2026

BACKGROUND / LEGISLATIVE HISTORY

The Early Childhood and Family Services Division provides direct early childhood services using the Head Start model, a comprehensive approach which serves low-income and vulnerable families with children ages birth through five-years-old, (including pregnant mothers) who need continuous services in the areas of: early care and education, health and nutrition, family support, and school readiness, and are eligible, per Federal statute, to receive additional program services. Providing a safe and healthy environment is a requirement of the Head Start Performance Standards 1302.47 and of the California Department of Social Services – Title 22 Child Care Licensing.

American Building Service, Inc. was awarded from the Request For Proposals (RFP) for Professional Services for the City of Oakland Head Start Program FY 2024 – FY 2029. The original terms of the professional services agreement were for \$250,000 for the period July 1, 2025 – December 31, 2026.

ANALYSIS AND POLICY ALTERNATIVES

American Building Service, Inc. provides nightly, weekly, and seasonal janitorial and cleaning services to early childhood centers to meet state and federal requirements for safe and sanitary environments for children, families, staff, and visitors. The current contract of \$250,000 is projected to be fully expended by August 2026. The additional amount of \$750,000 and extension of the term will ensure there is ongoing, long-term janitorial services through June 30, 2029, as allowed per the terms of the Request for Proposal #301520,2.

The Early Childhood and Family Services Division has a long-standing partnership with American Building Service, Inc. Over the years, American Building Service, Inc. has provided excellent services and has been responsive as cleaning needs arise. American Building Service, Inc. has provided consistent, reliable, and quality janitorial services for the Early Childhood and Family Services Division. They currently provide nightly janitorial services at primarily leased non-City-owned sites. They also provide regular power washing of play structures and additional deep cleaning when outbreaks of infectious diseases occur, such as Hand, Foot, and Mouth disease, and provide specialized services such as COVID electrostatic cleaning. Additionally, American Building Service Inc is a family-owned business located in Oakland, CA.

American Building Service, Inc. will ensure our programs can remain open and operating, advancing **Citywide priorities, which include holistic community safety and strengthening the economic security** of the families the City serves.

FISCAL IMPACT

Approval of the proposed resolution will authorize the City Administrator to amend the current professional service agreement with American Building Service, Inc., to increase the current agreement amount of \$250,000 by an additional \$750,000, for a new not to exceed amount of

\$1,000,000.

Funding for the professional service agreement will be paid for by existing Early Childhood and Family Services grant funding, which is budgeted within the following funding codes:

Federal Funds: Department of Health and Human Services Fund (2128); HS Classroom and Seasonal Organization (78231); Strengthening Children, Youth and Families Program (YS13); and FY26-27 - Head Start/Early Head Start Basic Projects; FY26-27 Project 1007674, 1007675); Future FY Project Numbers TBD.

State Funds: California Department of Education Fund (2138); HS Classroom and Seasonal Organization (78231); Strengthening Children, Youth and Families Program (YS13); and the FY26-27- Head Start CSPP Projects (FY26-27 1007680); Future FY Project Numbers TBD.

State of California Other Fund (2159); HS Classroom and Seasonal Organization (78231); Strengthening Children, Youth and Families Program (YS13); and FY26-27- Early Head Start CCTR Projects; FY26-27 1007681); Future FY Project Numbers TBD.

PUBLIC OUTREACH / INTEREST

The content of this report was shared with the Head Start Parent Policy Council and the Head Start Advisory Board, which are public meetings.

COORDINATION

The Office of the City Attorney and the Budget Bureau were consulted in preparation of this report.

SUSTAINABLE OPPORTUNITIES

Economic: This program creates jobs for people directly employed in centers, plus additional jobs through its economic multiplier effect. Most of these jobs are held by Oakland residents. Additionally, the City's family childcare service delivery model in partnership with Bananas, Incorporated provides additional choice to Head Start families who wish to place their children in a neighborhood Family Child Care (FCC) option. The program also helps to strengthen independent family childcare businesses by supporting sustainable, quality childcare, family services, and professional growth through funding, and additional Head Start and City resources.

Environmental: The program uses recyclable paper products, and staff plan daily activities to make the most of outdoor spaces and connect children with nature. The environmental justice element emphasizes the prevention of asthma triggers, poor ventilation, and the spread of COVID-19 and other illnesses in communities. Program staff prioritize these environmental justice goals through proactive efforts such as installing air purifiers at the point of use, water filters at sites, and implementing regular water and paint lead testing.

Race & Equity: The City of Oakland Head Start Program delivers individualized services that are responsive and appropriate to each child's racial, ethnic, developmental, cultural, and linguistic backgrounds and assets. Prioritizing wrap-around, systemic supports for children with the highest needs, the City of Oakland Head Start Program provides a nurturing environment designed to create positive, lasting impacts on children's early development, growth, ongoing academic performance, and later life success.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution:

Authorizing The City Administrator To Execute An Amendment To An Existing Professional Services Agreement With American Building Service, Inc., Increasing The Current Agreement Of Two Hundred Fifty Thousand Dollars (\$250,000) By An Additional Seven Hundred Fifty Thousand Dollars (\$750,000) For A New Total Agreement Amount Not To Exceed One Million Dollars (\$1,000,000) And Extending The Term End Date From December 31, 2026 to June 30, 2029 For Regular Janitorial And Cleaning Services At Early Childhood Facilities.

For questions regarding this report, please contact DIVEENA COOPPAN, MANAGER, EARLY CHILDHOOD & FAMILY SERVICES DIVISION/DIRECTOR, OAKLAND HEAD START PROGRAM at (510) 238-3165.

Respectfully submitted,



Jason Lester (Feb 24, 2026 13:21:16 PST)

DR. JASON H. LESTER

Human Services Dept. Director

Reviewed by:

Diveena Cooppan, Manager,
Early Childhood & Family Services Division/
Director, Oakland Head Start Program

Prepared by:

Scott Kim, Program Operations Manager
Early Childhood and Family Services Division