



Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.

**Date of Board Meeting:** August 19, 2025

**Subject:** One year extension of the agreement with Ambassador Services to clean the Richmond and Bay City Campus locations for \$180,399.00 a year.

**Recommendation:** Approve the one year extension of the agreement with Ambassador Services to clean the Richmond and Bay City Campus locations for \$180,399.00 a year.

**Background and Rationale:** The College approved the bid submitted by Ambassador Services to clean the Campuses in Richmond and Bay City in July 2020. The existing contract will expire 08/31/2025 and it is stated in the agreement that the contract can be renewed by mutual agreement for successive one-year terms. Ambassador Services is proposing a 4.64% increase that will be going into effect on 9/1 to address increased supplies/materials and labor costs. The Maintenance Department continues to be satisfied with the janitorial services of Ambassador and is requesting renewal of contract for an additional one year term ending 08/31/2026.

**Cost and Budgetary Support:** \$180,399.00  
Current Unrestricted Operating Budget for 2025-2026

**Strategic Priority Alignment:**

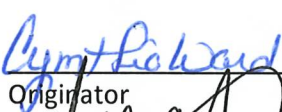

☐ Student Success  
☒ Resource Optimization

☐ Community Impact  
☐ Institutional Excellence

**Resource Person(s):**

Cynthia Ward, AVP of Financial Operations/Controller  
Doug Baumgarten, Assistant Director of Facilities Management  
Jessica Garcia, Assistant Controller

**Signatures:**


   
\_\_\_\_\_  
Originator

8.16.25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Cabinet-Level Supervisor

08/06/25  
\_\_\_\_\_  
Date

**President's Approval:**

  
\_\_\_\_\_  
President

08/06/25  
\_\_\_\_\_  
Date



Ambassador  
Services

## Price Increase

July 22, 2025

Douglas Baumgarten  
Wharton County Junior College  
911 Boiling Hwy  
Wharton, TX 77488

Dear Wharton County Junior College,

We deeply appreciate the trust and partnership you have in Ambassador Services LLC. It is our privilege to support your facilities with reliable, high-quality service, and we remain committed to exceeding your expectations every day.

As part of our commitment to service excellence and operational sustainability, we are implementing a necessary adjustment to your current service rate, effective **September 1, 2025**. Your new rate will reflect a modest increase of **4% for Janitorial Services and 10% for Supplies**. The new rates are listed on page two of this letter.

This adjustment is driven by two key factors:

1. **Increased Cost of Supplies and Materials:** Over the past year, supply chain challenges and inflation have caused a significant rise in the cost of janitorial products, cleaning chemicals, and equipment. In some categories, our procurement costs have increased by more than 20%, impacting the operational cost of service delivery.
2. **Adjustment to Richmond and Bay City's Minimum Living Wage Standards:** The City of Houston recently increased its minimum living wage standards, which directly affects the compensation structure of our frontline employees. As a company that values fair wages and employee retention, we are committed to paying competitive wages that meet or exceed city standards, ensuring a stable, motivated workforce that consistently delivers quality results.

Please know that this decision was not made lightly. We have explored every possible efficiency to mitigate the impact on our clients, and this adjustment is the minimum required to sustain the high level of service you deserve.

We are confident that our continued partnership will yield measurable value to your operations. Should you have any questions or wish to discuss this change further, please do not hesitate to contact me directly.

Thank you for your understanding and continued support.

Warm regards,

**Artemio Garcia**  
Director of Finance  
281-727-0117 Office | 832-627-6262 Cell  
[artemio.garcia@ambassadorusa.com](mailto:artemio.garcia@ambassadorusa.com) | [www.ambassadorusa.com](http://www.ambassadorusa.com)  
11710 North Freeway, Ste 200 | Houston, TX 77060



Service ID	Service name	Service Type	Rate	% Increase	New Rate
1173	Wharton Richmond - Janitorial	Janitorial	\$5,782.95	4%	\$6,014.27
1174	Wharton Bay City - Janitorial	Janitorial	\$2,225.41	4%	\$2,314.43
1176	Wharton Bay City Tenaris Center - Janitorial	Janitorial	\$1,257.26	4%	\$1,307.55
1177	Wharton Richmond - Supplies	Supplies (Paper/Liners/Hand Soap)	\$1,135.12	10%	\$1,248.63
1178	Wharton Bay City - Supplies	Supplies (Paper/Liners/Hand Soap)	\$308.33	10%	\$339.16
1179	Wharton Bay City Tenaris - Supplies	Supplies (Paper/Liners/Hand Soap)	\$83.33	10%	\$91.66
9403	Wharton College - Bay City	Day Cleaning	\$3,574.57	4%	\$3,717.55



Ambassador Services Janitorial Services Contract					
		FY 2025	FY 2026		
Item	Description	Monthly Rate	Monthly Rate	% Increase	
1173 Wharton Richmond-Janitorial-4882	Janitorial Services	5,782.95	6,014.27	4%	
1177 Wharton Richmond-Supplies-4888	Supplies	1,135.12	1,248.63	10%	
1174 Wharton Bay City-Janitorial-4883	Janitorial Services	2,225.41	2,314.43	4%	
1178 Wharton Bay City-Supplies-4889	Supplies	308.33	339.16	10%	
1176 Wharton Bay City Tenaris Center Janitorial-4884	Janitorial Services	1,257.26	1,307.55	4%	
1179 Wharton Bay City Tenaris-Supplies-4890	Supplies	83.33	91.66	10%	
9403 Wharton College-Bay City Porter	Porter Services	3,574.57	3,717.55	4%	
	Total Monthly Rate	\$ 14,366.97	\$ 15,033.25	4.64%	
	Total Yearly Rate	\$ 172,403.64	\$ 180,399.00	4.64%	
			\$ 7,995.36	Increase for FY26	