



STAFF REPORT

AGENDA NO: 9f

MEETING DATE: January 20, 2026

To: Honorable Mayor and City Council

Date: January 20, 2026

From: Chris Lamm, Director of Public Works – (650) 558-7230
Johnson Woo, Facilities and Fleet Division Manager – (650) 558-7670

Subject: Adoption of a Resolution Rejecting All Proposals Received for Janitorial Services and Authorizing Staff to Revise the Request for Proposal Documents and Re-advertise the Project

RECOMMENDATION

Staff recommends that the City Council adopt a resolution rejecting all proposals received for janitorial Services and authorize staff to revise the Request for Proposal (RFP) documents and re-advertise the project.

BACKGROUND

On October 28, 2025, the City issued a Notice Inviting Proposals for qualified contractors to perform janitorial services at ten City facilities including City Hall, Main Library, Easton Branch Library, Village Park Preschool, Public Works Corporation Yard, Police Station, Parks Corporation Yard, Community Center, Donnelly Parking Garage, and Highland Avenue Parking Garage.

Karla's Janitorial and Suppliers, LLC (KJS) currently provides janitorial services to the City of Burlingame and is based in San Francisco, California. The agreement was amended on November 17, 2025, to allow for two additional months of janitorial services to ensure continuity of janitorial services during the Request for Proposals (RFP) process and transition to a new contract. The original agreement with KJS was amended to expire on January 31, 2026; staff have negotiated to amend the agreement for an additional two months (Resolution No. 129-2025).

DISCUSSION

The RFP submission closed on November 21, 2025, and the City received 16 proposals from firms seeking to provide janitorial services for the above-referenced City facilities for a three-year term, with two optional one-year renewals at the City's discretion. Two proposals were disqualified due to failure to acknowledge addenda issued during the RFP process and for late submission past the established RFP submission deadline. An Evaluation Committee, composed of City staff from Parks and Recreation, Library, and Public Works, reviewed the remaining 14 proposals. Proposal costs ranged from \$1,262,360.00 to \$2,209,256.55.

On December 12, 2025, the City received a formal bid protest that requested clarification of the Pricing Form, Scope of Work for the current City Hall and new City Hall locations, and evaluation process. After reviewing the formal bid protest, Request for Proposal, and specification documents, staff determined that revisions to the project specifications were necessary and that reissuing the Request for Proposals with those revisions was appropriate. These revisions will provide greater clarity on the scope of work for the current and new City Hall locations, update the Pricing Form, and clarify the evaluation process. Staff will revise the Request for Proposals documents and project specifications prior to re-advertising. It is recommended that the City Council reject all proposals and authorize staff to re-advertise the RFP following these modifications.

FISCAL IMPACT

There is no fiscal impact associated with rejecting all proposals.

Exhibits:

- Resolution
- Bid Summary