



STAFF REPORT

AGENDA NO: 9g

MEETING DATE: December 15, 2025

To: Honorable Mayor and City Council

Date: December 15, 2025

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

Subject: Adoption of a Resolution Awarding a Janitorial Services Contract to Universal Building Services and Supply Co. in the amount of \$1,309,460 for a Period of Three Years, and Authorizing the City Manager to Execute the Agreement

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution awarding a janitorial services contract to Universal Building Services and Supply Co. (UBS) for janitorial services for a period of three years, with two one-year renewal options, in the total amount of \$1,309,460 for a period of three years and authorizing the City Manager to execute the agreement.

BACKGROUND

Karla's Janitorial and Suppliers, LLC (KJS) currently provides janitorial services to the City of Burlingame by located 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.

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.

DISCUSSION

On November 21, 2025, 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. Proposal costs ranged from \$1,262,360.00 to \$2,209,256.55.

An Evaluation Committee—composed of City staff from Parks and Recreation, the Library, and Public Works—reviewed 14 of the proposals. Two submissions were disqualified due to failure to acknowledge addenda issued during the RFP process and for late submission past the established deadline.

Following a comprehensive review, the Evaluation Committee determined that Universal Building Services (UBS) submitted the most qualified and responsive as well as the lowest cost proposal. UBS's proposed cost for janitorial services was \$1,262,360. The Committee selected UBS based on their qualifications, extensive experience, technical competence, the strength of their key personnel, the employee benefits and wages offered to their workers, their familiarity with the scope of services, and the competitiveness of their pricing.

UBS also has a strong track record of providing janitorial services to several Bay Area public agencies, including the City of Pacifica, the City of Novato, and the City of San Ramon.

The scope of work under this contract includes comprehensive janitorial services for ten City facilities, totaling approximately 393,789 square feet. Detailed cleaning requirements and service specifications for each facility are outlined in the contract's scope of work. In general, services include routine daily cleaning of offices, restrooms, conference rooms, hallways, and common areas, as well as periodic window cleaning, hard surface maintenance, deep carpet cleaning, and hard wood floor care.

City staff has identified the need to incorporate annual cleaning of the Community Center's partition and perimeter windows, totaling \$19,296 over three years, which was a part of the RFP pricing form submitted by UBS. In addition, City staff recommends expanding the scope of services at the Community Center to include four hours of Sunday cleaning each week, totaling \$27,804 over three years. Staff has negotiated the pricing for the additional Sunday cleaning services, and UBS has agreed to provide these additional services. The total combined three-year cost of these two additional services is \$47,100.

Cost Tabulation:

| | Universal Building Services & Supply Co. |
|--|---|
| Proposal Amount | \$1,262,360 |
| <i>Cost of Additional Cleaning Service:</i> 4-Hour Sunday Service for Community Center | \$27,804 |
| <i>Cost of Additional Cleaning Service:</i> Annual Partition and Perimeter Glass Window Service for Community Center | \$19,296 |
| Total | \$1,309,460 |

If approved, the term of the Contract Agreement will be for three years with two one-year renewal options at the discretion of the City. Staff recommends that the City Council award the janitorial services contract to UBS.

FISCAL IMPACT

The total contract price for janitorial services for a three-year period is \$1,309,460. There are adequate funds available in the Public Works Department's current operating budget to cover the work for the current fiscal year. Funding for the janitorial services for future years will be programmed into future years' budgets.

Exhibits:

- Resolution
- Bid Summary
- Janitorial Services Agreement
- UBS Proposal