



# STAFF REPORT

AGENDA NO: 9e

MEETING DATE: May 18, 2026

**To: Honorable Mayor and City Council**

**Date: May 18, 2026**

**From: Chris Lamm, Director of Public Works – (650) 558-7230  
Johnson Woo, Facilities and Fleet Division Manager – (650) 558-7691**

**Subject: Adoption of a Resolution Awarding a Janitorial Services Contract to CCS Facilities Services in the Amount of \$1,172,337.56 for a Period of Three Years, and Authorizing the City Manager to Execute the Agreement**

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## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution awarding a janitorial services contract to CCS Facilities Services for janitorial services for a period of three years, with two one-year renewal options, in the total amount of \$1,172,337.56 and authorizing the City Manager to execute the agreement.

## **BACKGROUND**

Currently, janitorial services are provided to the City of Burlingame by Karla's Janitorial and Suppliers, LLC (KJS) located in San Francisco, California. The current janitorial services agreement was amended on November 17, 2025, January 20, 2026, and March 16, 2026, to allow for a total of seven additional months of janitorial services to ensure continuity of janitorial services during the RFP process, new California AB 339 notice process, and possible transition to a new contract. The original agreement with KJS was last amended to expire on June 30, 2026.

On April 6, 2026, 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 April 24, 2026, 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 \$1,049,153.00 to \$1,986,381.55.

An Evaluation Committee, composed of City staff from Parks and Recreation, Library, and Public Works, reviewed all 16 proposals. Ten submissions were deemed non-responsive and were disqualified due to failure to provide "a separate sheet a spreadsheet listing all types of workers

that may perform work on this contract and identifying their rate of pay” as noted on Exhibit D - Pricing Form.

Following a comprehensive review of the remaining proposals, the Evaluation Committee determined that CCS Facilities Services submitted the most qualified and responsive proposal. CCS Facilities Services’ proposed cost for janitorial services was \$1,172,337.56. The Committee selected CCS Facilities Services based on their qualifications, extensive experience, technical competence, the strength of their key personnel, the employee benefits and wages offered to their workers, and the competitiveness of their pricing.

CCS Facilities Services’ local office has a strong track record of providing janitorial services to several California public agencies, including the Santa Clara Valley Water District, Madera County, and the City of Modesto.

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.

If approved, the term of the agreement will be for three years with two one-year renewal options at the discretion of the City commencing on July 1, 2026. Staff recommends that the City Council award the janitorial services contract to CCS Facilities Services.

**FISCAL IMPACT**

The total contract price for janitorial services for a three-year period is \$1,172,337.56. There are adequate funds available in the Public Works Department’s draft Fiscal Year 2026-27 operating budget to cover the work for the upcoming fiscal year. Funding for janitorial services for future years will be programmed into future years’ budgets.

Exhibits:

- Resolution
- Bid Summary
- Janitorial Services Agreement
- CCS Facilities Services Proposal