



STAFF REPORT

AGENDA NO: 9e

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 Authorizing Amendment No. 2 to the Janitorial Services Agreement with Karla's Janitorial and Suppliers, LLC, to Extend the Janitorial Services Contract for a Period of an Additional Two Months, and Increasing the Contract Amount by \$92,785, for a Total Not-to-Exceed Amount of \$1,776,702

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing Amendment No. 2 to the Janitorial Services Agreement with Karla's Janitorial and Suppliers, LLC, for an additional two months to March 31, 2026, and increasing the contract amount by \$92,785, for a total not-to-exceed amount of \$1,776,702.

BACKGROUND

Currently, the City of Burlingame receives janitorial services from Karla's Janitorial and Suppliers, LLC (KJS), based in San Francisco. The KJS contract provides comprehensive janitorial services across 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 the Highland Avenue Parking Garage. In total, these facilities encompass approximately 393,789 square feet.

The contract includes detailed cleaning specifications for each facility. The scope of services includes daily cleaning of offices, restrooms, conference rooms, and common areas, as well as periodic window washing, hard-surface cleaning, carpet deep cleaning, and hardwood floor maintenance.

The original contract with Karla's Janitorial and Suppliers, LLC, executed on October 31, 2022, was for a not-to-exceed amount of \$1,591,132 for a three-year term that ended November 30, 2025, with an option for the City to extend the agreement for an additional two years. On November 17, 2025, the City Council approved Amendment No. 1 to extend the contract for an additional two months to January 31, 2026, and to increase the contract amount by \$92,785, for a total not-to-exceed amount of \$1,683,917 (Resolution No. 129-2025). The purpose of Amendment No. 1 was to ensure continuity of janitorial services during the RFP process and the transition to a new contract.

DISCUSSION

City staff is simultaneously, under separate action, requesting the City Council reject all proposals received on November 21, 2025, for janitorial services to revise the Request for Proposals (RFP) documents and Specifications and re-advertise the project. To ensure janitorial services remain uninterrupted during the re-advertising of the RFP and the transition to a new contract, staff requesting City Council approval of Amendment No. 2 to extend the existing agreement amendment for an additional two months. KJS has confirmed they are amenable to providing two additional months of janitorial services with a 4% (or \$1,784.50/month) cost increase during the extension period.

Staff recommend that the City Council adopt the attached resolution authorizing the City Manager to further amend the existing Janitorial Services Agreement with KJS to increase the contract amount by \$92,785 to provide two additional months of service through March 31, 2026, resulting in a total not-to-exceed of \$1,776,702 under this contract.

Extension Cost Summary:

	2022-2023 (Year 1)	2023-2024 (Year 2)	2025-2026 (Year 3)	Total
<i>Original Agreement Amount</i>	\$519,914	\$530,304	\$540,914	\$1,591,132
Amendment No. 1: 2 Month Extension			\$92,785	
Amendment No. 2: 2 Additional Month Extension			\$92,785	
Max. Total	\$519,914	\$530,304	\$726,484	\$1,776,702

FISCAL IMPACT

There are adequate funds available in the FY 2025-26 Public Works Operations budget to cover the janitorial services costs associated with the Amendment.

Exhibits:

- Resolution
- Amendment No. 2
- Amendment No. 1
- Original Agreement