



STAFF REPORT

AGENDA NO: 9f

MEETING DATE: March 16, 2026

To: Honorable Mayor and City Council

Date: March 16, 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 the City Manager to Execute Amendment No. 3 to the Janitorial Services Agreement with Karla’s Janitorial and Suppliers, LLC, in the Amount of \$139,177.50 for the Janitorial Services Contract and Extending the Contract for an Additional Three Months, Increasing the Contract Amount to \$1,915,879.50

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution approving a \$139,177.50 amendment to the Janitorial Services Agreement with Karla’s Janitorial and Suppliers, LLC, extending the agreement for an additional three months through June 30, 2026, bringing the total contract amount to \$1,915,879.50, and authorizing the City Manager to execute the amendment.

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 Request for Proposals (RFP) process and the transition to a new contract.

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. 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. 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 Proposals, 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. The City Council rejected all proposals on January 20, 2026, and approved Amendment No. 2 to extend the contract for an additional two months to March 31, 2026, and to increase the contract amount by \$92,785, for a total not-to-exceed amount of \$1,776,702, to ensure continuity of janitorial services during the RFP process and the transition to a new contract (Resolution No. 003-2026 and 004-2026).

DISCUSSION

On January 1, 2026, California State Assembly Bill No. 339 (AB 339) became effective requiring the governing body of a public agency to give the recognized employee organization no less than 45 days written notice before issuing a request for proposals, request for quotes, or renewing or extending an existing contract to perform services that are within the scope of work of the job classifications represented by the recognized employee organization, subject to certain exceptions. The City has given notice to the recognized employee organization representing a job classification that includes the services sought by this contract. To ensure janitorial services remain uninterrupted during the required AB 339 noticing process, re-advertising process, and the transition to a new contract, staff requests City Council approval of Amendment No. 3 to extend the existing agreement for an additional three months. KJS has confirmed they are amenable to providing three additional months of janitorial services with a 4% (or \$1,784.50/month) cost increase during the extension period.

Staff recommends 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 \$139,177.50 to provide three additional months of service through June 30, 2026, resulting in a total not-to-exceed cost of \$1,915,879.50 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	

Amendment No. 3: 3 Additional Month Extension			\$139,177.50	
Max. Total	\$519,914	\$530,304	\$865,661.50	\$1,915,879.50

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. 3
- Amendment No. 2
- Amendment No. 1
- Original Agreement