



STAFF REPORT

AGENDA NO: 9d

MEETING DATE: November 17, 2025

To: Honorable Mayor and City Council

Date: November 17, 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 Authorizing Amendment No. 1 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 \$1,683,917

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing Amendment No. 1 to the Janitorial Services Agreement with Karla's Janitorial and Suppliers, LLC, for an additional two months to January 31, 2026, and increasing the contract amount by \$92,785, for a total not-to-exceed amount of \$1,683,917.

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, the Main Library, Easton Branch Library, Village Park Preschool, the Public Works Corporation Yard, the Police Station, the Parks Corporation Yard, the Community Center, the 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. Generally, 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.

DISCUSSION

KJS is currently contracted to provide janitorial services in an amount not to exceed \$1,591,132 over a three-year term ending November 30, 2025, with an option for the City to extend the agreement for an additional two years. City staff is currently in the midst of an RFP (Request for Proposal) process to solicit competitive proposals with updated service specifications for a new janitorial services contract. To ensure continuity of janitorial services during the RFP process and the transition to a new contract, staff is requesting City Council approval of Amendment No. 1 to

extend the existing agreement 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 recommends that the City Council adopt the attached resolution authorizing the City Manager to amend the existing Janitorial Services Agreement with KJS to increase the contract amount by \$92,785 to provide two additional months of service through January 31, 2026, resulting in a total not-to-exceed of \$1,683,917 under this contract.

Amended Janitorial Services 3-Year + 2 Month Extension Cost Summary:

	2022-2023 (Year 1)	2023-2024 (Year 2)	2024-2025 (Year 3)	Total
<i>Original Agreement Amount</i>	\$519,914	\$530,304	\$540,914	\$1,591,132
2 Month Extension			\$92,785	
Max. Total	\$519,914.00	\$530,304	\$633,699	\$1,683,917

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
- Agreement Amendment No. 1
- Original Agreement