



TITLE

Janitorial Services Agreement

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to enter into an agreement with Karla's Janitorial & Suppliers LLC for janitorial services for a term of one (1) year with an option for the City Manager to extend for one (1) year for two (2) additional years.

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director
Brian Materne, Superintendent
Noni Thomas, Management Analyst

BACKGROUND & ANALYSIS

Janitorial services are a necessity throughout city owned facilities to maintain the cleanliness, health and safety of the community and staff. Currently, the Public Works Department has one employee for the Building Maintenance division that must carry out all day-to-day and specialty maintenance, which makes it necessary to contract out janitorial services.

In February 2025 staff posted a Request for Proposals through OpenGov, the City's procurement portal. Through that process there were multiple proposals received and the city went with a different vendor for a one-year contract. That vendor has completed the term of their initial contract and will not be renewed. In an effort to maintain the services of a janitorial provider, several of the remaining vendors were contacted to update and resubmit their bids. Of the vendors contacted and of the three (3) bids received, Karla's Janitorial & Suppliers, LLC was the lowest responsible bidder.

Staff recommends contracting with Karla's Janitorial & Suppliers, LLC as they were the lowest and most responsible proposer. The contract term would be for one (1) year with two (2) one (1) year extensions to be approved by the City Manager. The total annual contract would be for \$128,095 which includes special event pricing.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Staff estimates from the bid that the amount for the first year of the agreement should not exceed \$128,095 including additional costs of special events cleaning and deep cleaning. Funds were budgeted in the ISF Building Maintenance fund 651-50-535-42190.

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

COMMUNICATION

Level 0: No Further Public Communication Needed

ATTACHMENTS:

- [1. Resolution: Karla's Janitorial Agreement](#)
[Exhibit A: Cost Proposal Karla's Janitorial](#)