



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 06/04/2024

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DATE: May 30, 2024  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize the Town Manager to Execute a First Amendment to an Agreement for Services with JLP Building Maintenance LLC for Janitorial Services to Extend the Term through September 30, 2024 and Increase the Compensation by \$66,551 for a Total Amount Not to Exceed \$1,115,603.

**RECOMMENDATION:**

Authorize the Town Manager to execute a First Amendment to an Agreement for Services with JLP Building Maintenance LLC (Attachment 1) for Janitorial Services to extend the term through September 30, 2024 and increase the compensation by \$66,501 for a total amount not to exceed \$1,115,603.

**BACKGROUND:**

JLP Building Maintenance LLC (JLP) has provided the Town's janitorial services since September 2019, with the contract expiring June 30, 2024. Staff conducted a Request for Proposals (RFP) for janitorial services to be effective on July 1, 2024. On May 14, 2024, 11 proposals were received and, given the volume of proposals received, award of the new contract will not be possible before July 1, 2024. Staff anticipates completing review of the submittals in June. The current vendor, JLP, did not submit a proposal to continue service to the Town.

**DISCUSSION:**

Even if staff completes its review and has a new vendor contract for Town Council consideration at its June 18, 2024 meeting, fingerprinting and background checks would then need to be completed for all of the vendor's employees who will work in Town-owned

**PREPARED BY:** Dan Keller  
Facilities & Environmental Services Manager

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Parks and Public Works Director

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PAGE 2 OF 2

SUBJECT: Authorize the Town Manager to Execute a First Amendment to Agreement for Services with JLP Building Maintenance LLC for Janitorial Services to Increase the Compensation and Extend the Term

DATE: May 30, 2024

DISCUSSION (continued):

buildings. This can take up to one month. As such, a new vendor could not start work on July 1, 2024.

For this reason, staff recommends that the contract with JLP be extended through September 30, 2024. JLP Building Maintenance LLC has agreed to an extension of the agreement for services through September 30, 2024 to allow for the process of contracting and backgrounding a new vendor.

CONCLUSION:

Authorize the Town Manager to execute a First Amendment to an Agreement for Services with JLP Building Maintenance LLC (Attachment 1) to extend the term and increase the compensation.

FISCAL IMPACT:

The Proposed FY 2024/25 Parks and Public Works Facilities Program Operating Budget includes sufficient funds to cover the contract amendment amount of \$66,501 for July through September.

ENVIRONMENTAL ASSESSMENT:

In accordance with CEQA Guidelines Section 15378(b)(5), approval of this amendment is not a project subject to CEQA because it is an administrative activity that will not impact the environment.

Attachment:

1. First Amendment to Agreement for Services with Exhibit A (Original Agreement) and Exhibit B (New Proposal)