



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 08/19/2025

ITEM NO: 5

---

DATE: August 15, 2025  
TO: Mayor and Town Council  
FROM: Chris Constantin, Town Manager  
SUBJECT: **Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with Frank and Grossman Landscape Contractors Inc. for Janitorial Services to Reduce the Scope of Work and Compensation through June 30, 2029**

**RECOMMENDATION:** Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with Frank and Grossman Landscape Contractors Inc. (Attachment 1) for a reduction of janitorial services for town facilities through June 30, 2029, decreasing the contract value for Fiscal Year 2025-26 from \$266,920 to \$205,536 and the total five-year contract from \$1,270,370 to \$1,024,834.

**STRATEGIC PRIORITIES:**

This action supports the strategic priority of prudent financial management.

**FISCAL IMPACT:**

To support budget-balancing efforts, janitorial services for Town facilities are being reduced to achieve cost savings. The recommended reduction decreases the contract amount for Fiscal Year 2025-26 from \$266,920 to \$205,536 and the total five-year contract amount from \$1,270,370 to \$1,024,834, representing a \$245,536 (19%) savings compared to the original contract. The adopted FY 2025-26 Parks and Public Works operating budget includes sufficient expenditure appropriations to cover the amended contract costs (Account 6335423-63351). Funding for subsequent fiscal years will be subject to future budget approvals.

**BACKGROUND:**

**PREPARED BY:** Dan Keller  
Fleet & Facilities Operations Manager

---

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

---

A Request for Proposal (RFP) was conducted on April 19, 2024, for contracted janitorial services at the Town's municipal facilities and park restrooms. Five companies were qualified based on the RFP requirements. Frank and Grossman Landscape Contractors Inc. presented the lowest responsible proposal, and on August 6, 2024, the Town Council authorized execution of an agreement for services.

DISCUSSION:

During the development of the proposed FY 2025-26 Operating Budget, Parks and Public Works was directed to identify cost-saving measures. A reduction in janitorial services was proposed as a cost-saving measure. This change reduces janitorial services at the Civic Center, Police Operations Building, and Parks and Public Works Buildings from six days per week, as originally contracted, to three days per week. The Library and all park restroom buildings will continue to receive service seven days each week. Window washing services at all town buildings are also being reduced from four times per year to once per year.

With this reduction of janitorial services, Town staff will take on the role of emptying trash and recycling materials as needed in staff offices. They have also been asked to clean up more diligently after themselves in the breakroom and kitchen areas.

The revised compensation for services is an amount not to exceed \$1,024,834. Compensation for Years 2 through 5 are subject to an upward consumer price index (CPI) adjustment only. The original agreement was for a total amount not to exceed \$1,270,370. Therefore, this first amendment represents a savings to the Town of \$245,536 over the five-year contract life (exclusive of future CPI increases).

CONCLUSION:

Authorize the Town Manager to execute a First Amendment to the Agreement for Services with Frank and Grossman Landscape Contractors Inc. to reduce the scope of work and compensation for the remaining life of the agreement.

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 (cost reduction proposal)