



**CITY OF SALINAS  
AIRPORT COMMISSION STAFF REPORT**

---

**DATE: MAY 28, 2026**

**DEPARTMENT: ADMINISTRATION, AIRPORT DIVISION**

**BY: LISA MURPHY, ASSISTANT CITY MANAGER**

**FROM: MATTHEW NELSON, C.M., A.T.P. - AIRPORT MANAGER**

**TITLE: JANITORIAL SERVICE AT THE SALINAS MUNICIPAL AIRPORT**

RECOMMENDED MOTION:

A motion from the Airport Commission recommending the City Council approve a resolution awarding a janitorial service agreement to Karla's Janitorial and Suppliers, LLC for the sum of \$37,140.00 per year for a term of two years.

RECOMMENDATION:

It is recommended that the Airport Commission recommend the City Council approve a resolution awarding a janitorial service agreement to Karla's Janitorial and Suppliers, LLC for the sum of \$37,140.00 per year for a term of two years.

EXECUTIVE SUMMARY:

On April 8, 2026, a Request for Proposal ("RFP") for Salinas Municipal Airport Janitorial Services was published via PlanetBids, an online bidding tool. Thirteen vendors submitted a proposal for evaluation. An evaluation committee was formed to review the proposals for Salinas Municipal Airport facilities. In evaluating the facilities, Staff has determined that Karla's Janitorial and Suppliers, LLC will service all facilities as listed in the RFP.

BACKGROUND:

On April 8, 2026, a Request for Proposal ("RFP") for Salinas Municipal Airport Janitorial Services was published via PlanetBids, an online bidding tool. A total of 12 vendors were registered as prospective bidders. A non-mandatory pre-proposal meeting was held on April 26, 2026. Proposals were due on May 1, 2026. A total of thirteen proposal received, deemed responsive and on time.

An evaluation committee, comprised of three cross-departmental City staff members, was formed to review the proposals. The committee conducted a thorough evaluation of the proposals, based on the criteria set forth in the RFP. Proposals' prices were then evaluated using a points method and a final score assigned to each respondent. With the Points Method, the proposal with the lowest

cost does not necessarily receive the maximum points allowed but rather is based on all four categories scored. Local vendors were allotted 10%-point increase as identified in the RFP.

In evaluating the proposals Staff has determined that Karla’s Janitorial and Suppliers, LLC will service all facilities as listed in the RFP.

CEQA CONSIDERATION:

**Not a Project.** The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guideline Section 15378).

CALIFORNIA GOVERNMENT CODE §84308 APPLIES:

Not Applicable

STRATEGIC PLAN INITIATIVE:

The plan complements the City Council’s Goals for Excellent Infrastructure, and Economic Diversity and Prosperity.

DEPARTMENTAL COORDINATION:

The Salinas Municipal Airport within the Administrative Department worked hand in hand in the formulation of the RFP throughout the procurement process. Public Works Staff from the Yard and Fleet made up the evaluation committee and worked closely during the RFP submittal review process. Legal staff will review the contract agreement as to form and legality, while the Finance Department will assist the Airport Division on the issuance of a purchase order and monitoring of progress payments.

FISCAL AND SUSTAINABILITY IMPACT:

The contract with Karla’s Janitorial and Suppliers, LLC is for \$37,140.00 per year which will be funded through the department’s operation budget (6100.50.5340-63.4500 – Outside Services Maintenance – Janitorial).

Fund	General Ledger Number (Operating/CIP)	General Ledger Account Name	Remaining Budget Appropriation	Amount Requested
6100	NA	Outside Services	NA	NA

ATTACHMENTS:

- Resolution
- Draft Agreement for Janitorial Service
- Evaluation/Cost Summary