



Legislation Text

File #: 18-0319, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Steve S. Charelian, Interim Finance Director
Stephanie Katsouleas, Public Works Director
Shawn Igoe, Utilities Division Manager
Gwen Eng, Purchasing Manager

SUBJECT:

Resolution No. 18-0104 Awarding RFP No. 1141-18 to UniFirst Corporation for a Four-Year Contract for Uniform Rental Services with an Estimated Value of \$52,000 (Interim Finance Director Charelian).

ADOPT RESOLUTION NO. 18-0104

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 18-0104 approving a four-year contract with UniFirst Corporation to provide uniform rental services with an estimated value of \$52,000, and authorize the City Manager to extend the term of the contract for one additional two-year period if deemed in the City's best interest.

FISCAL IMPLICATIONS:

Sufficient funds are included in the various using departments' operating budgets and will be included in future budgets. Estimated expenditures for uniform rental services under this contract are estimated at \$13,000 annually.

BACKGROUND:

The City has a Memorandum of Understanding with the California Teamsters Local 911 whereby the City provides uniforms to employees in the Streets, Sewer, Water Operations, Fleet Maintenance, Warehouse, and other applicable areas. These uniforms, which for most individuals consist of work shirts and pants, provide a clean, standardized appearance and identifies that person as a City employee.

The uniform company provides laundering, repair and replacement services as well as rental of the uniforms. In addition, the supplier also provides other items such as shop rags, dust mops, and safety mats.

DISCUSSION:

The City's most recent contract has expired. As a result, staff solicited proposals, utilizing the City's website and Bidsync, a public bid notification board, and received two proposals for uniform rental

services. Vendor selection is based upon several factors including pricing, ability to perform the requirements, quality control, weekly pickup and delivery, staffing, equipment and references. The comparison in Attachment 1 shows the valuation of services. The two companies were equal in all areas except for pricing. UniFirst Corporation is the lowest bidder for the City's requirements.

Staff recommends that the City Council adopt Resolution No. 18-0104 approving a four-year contract with UniFirst Corporation for uniform rental services with an estimated value of \$52,000, and authorize the City Manager to extend the term of the contract for one additional two-year period if deemed in the City's best interest. The City may cancel the contract at any time without cause if necessary.

PUBLIC OUTREACH/INTEREST:

This request for proposals was advertised on the City's website as well as BidSync, a public bid notification board.

ENVIRONMENTAL REVIEW

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is necessary.

LEGAL REVIEW

The agreement has been reviewed by the City Attorney and is approved as to form.

Attachments:

1. Resolution No. 18-0104
2. Agreement - UniFirst Corporation
3. Bid Comparison