

## CITY COUNCIL MEMORANDUM

**AGENDA ITEM**

**BID NO. 15-26 UNIFORM CLEANING SERVICES**

**ORIGINATING DEPARTMENT**

**Support Services / Purchasing Division**

### **BACKGROUND INFORMATION**

On Friday, August 21, 2015, at 3:15 p.m., bids were opened and read aloud for the consideration of the City's requirement for uniform cleaning services. Uniforms are required in selected departments to help the City maintain a professional image and to clearly identify City employees to the public. Services addressed by this contract are for cleaning only and apply to City employees in the Municipal Court, Code Enforcement, Fire and Police Departments.

The contract awarded under this bid will commence on or about October 1, 2015, for a two (2) year period, with the option to renew for three (3) additional one (1) year periods.

### **DISCUSSION/CONCLUSION**

Bids were posted on the City of Killeen Website, IonWave E-Bid Site, DemandStar and State of Texas ESBD. Only two (2) bids were received at the close of the bidding process, and their bids are referenced as follows:

<b>Bids Received for Cleaning of Department Uniforms</b>	<b>Amount</b>
Zip Cleaners, Killeen TX	\$118,580.00
Bright Cleaners, Arlington, TX	\$193,217.90

Zip Cleaners submitted the lowest bid that met specifications. Zip Cleaners received positive marks for product and customer support from the department representatives that were contacted prior to bid submittal, and has sustained a superior level of customer support since 2010, and also remains the best value for the City.

### **FISCAL IMPACT**

The total budgeted cost for uniform services in FY16 is \$125,000.00. These funds are budgeted in the respective department and division xxx-xxxx-xxx.4120 accounts.

### **RECOMMENDATION**

The City staff recommends that the City Manager be authorized to execute a contract for uniform cleaning services for the Municipal Court, Code Enforcement, Fire and Police Departments through Zip Cleaners, and that the City Manager or the designated representative is expressly authorized to execute any and all change orders within the amounts set by state and local law.