



## STAFF REPORT

**DATE:** November 13, 2018

**TO:** Ronald L. Olson, City Manager

**FROM:** Jonathan Locke, Executive Director of Finance

**SUBJECT:** Authorize the award of Uniform Services, Bid No. 19-07, to Cintas

### **BACKGROUND AND FINDINGS:**

On October 23, 2018, at 2:00 pm, bids were opened and read aloud for the procurement of the City's uniform services. A total of 361 City employees across the Aviation, Community Development, Community Services and Finance Departments require uniforms to help the City maintain a professional image and to clearly identify City workers to the public. Uniform services addressed by this contract include uniform rental, cleaning of uniforms and accessory items (e.g. floor mats, dust mops and shop towels). During the preceding three fiscal years, FY2016, FY2017 and FY2018, the cost of the uniform services for the departments included has been \$181,951, \$155,115 and \$151,885, respectively.

Two vendors, Cintas and Unifirst, submitted bids and an interview was conducted with both companies. A panel of six employees evaluated the vendor bid proposals and interviews based on ten categories that include: purchase price, terms and conditions, reputation of the bidder and of the bidder's goods/services, quality of bidder's good/services, whether the goods/services meet City's needs, bidder's past relationship with the City, delivery/pick up process, sample invoice provided, three references provided and the Conflict of Interest Questionnaire provided.

The contract awarded under this bid is based upon the evaluation scores and will be for a term of three (3) years with the option to renew for two (2) additional one (1) year periods.

Summary of bid totals per uniform item requested at a weekly cost to rent and clean and rent only are shown below. Cintas submitted pricing based on of the U.S. Communities Cooperative Contract.

<b>Vendor:</b>	<b>Rent &amp; Clean Weekly Price</b>	<b>Rent Only Weekly Price</b>
Cintas	\$60.67	\$15.64
Unifirst	\$62.67	\$16.43

### **THE ALTERNATIVES CONSIDERED:**

1. Award the bid as recommended.
2. Reject the bid and rebid uniform services or purchase uniforms and contract with a laundry service.

**Which alternative is recommended? Why?**

The first alternative is recommended because it is the most cost effective and efficient.

**CONFORMITY TO CITY POLICY:**

An invitation to bid for the procurement of Uniform Services was advertised in compliance with the Texas Local Government Code chapter 252 and the City's purchasing policy.

**FINANCIAL IMPACT:****What is the amount of the expenditure in the current fiscal year? For future years?**

The total amount of expenditures in FY 2019 is estimated to be \$150,454. Uniform Services are budgeted in the respective department's uniform and clothing accounts.

**Is this a one-time or recurring expenditure?**

This is a recurring expenditure with fixed costs.

**Is this expenditure budgeted?**

Yes, these expenditures are budgeted annually by the departments requiring the products and services.

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

Yes, the uniform and clothing accounts of the divisions that utilize uniform services have sufficient funding.

**RECOMMENDATION:**

Staff recommends that City Council award Bid 19-07, Uniform services, to Cintas for the City's uniform services through the U.S. Communities cooperative contract program, and that the City Manager or designee be authorized to execute any change orders as permitted by state and local law.

**DEPARTMENTAL CLEARANCES:**

Purchasing

Finance  
Legal

**ATTACHED SUPPORTING DOCUMENTS:**

Bid Tabulation  
Certificate of Interested Parties