



# PROCUREMENT OF UNIFORM SERVICES

RS-18-104

November 13, 2018

# Background & Contract Summary

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- Uniform services for the City consists of uniform rentals and cleaning and accessory items (e.g. floor mats, dust mops and shop towels.)
  - ▣ 361 Employees wear uniforms across 5 departments.
- Uniform Services Past Cost
  - ▣ FY 2016 – \$181,951
  - ▣ FY 2017 – \$155,115
  - ▣ FY 2018 – \$151,885
  - ▣ FY 2019 – \$150,454 (estimated)
- Two vendors, Cintas and Unifirst, submitted proposals.
  - ▣ A panel of six employees evaluated the proposals and held interviews with the vendors.
  - ▣ Proposals were evaluated based on ten categories.
  - ▣ Cintas was the lowest bidder and scored as best value.
  - ▣ Contract term is for three years with the option to renew for two additional one year periods.

# Alternatives

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- ❑ Option 1: Award Bid 19-07, Uniform Services to Cintas
  - ▣ This would be the most cost effective and efficient option.
- ❑ Option 2: Reject Bid 19-07, Uniform Services
  - ▣ Rebid uniform services.
  - ▣ Purchase uniforms and contract with a laundry service.

# Recommendation

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Staff recommends 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.