



City Council Report

Date: April 1, 2019
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Ratification of a Three-Month Emergency Extension and Dollar Limit Increase for the Term Contract for Uniform Garment Rental for various City Departments as requested by the Business Services Department **(Citywide)**

Recommendation

Council is requested to approve the contract amendment as recommended.

The Business Services Department and Purchasing recommend ratification of the emergency three-month contract extension through May 31, 2019, and increasing the dollar limit by \$75,000, from \$185,000 to \$260,000 with Unifirst Corporation, based on estimated usage.

Background / Discussion

This contract provides uniform garment rental for approximately 300 City employees from various City Departments. The garments furnished by the contractor are maintained through routine laundering, pressing and repairing, to provide a neat and clean appearance for City personnel.

The City Council approved the award of a new uniform rental contract to Prudential Overall Supply on February 11, 2019, but the new vendor required additional time to purchase and deliver the uniforms and equipment necessary to perform under the agreement. Purchasing determined an extension to the contract with the current uniform vendor (Unifirst Corporation) to be an emergency procurement necessary for the immediate preservation of the public, health, or safety because uniforms are necessary for many City employees who, without their uniforms, could be put at a health or safety risk due to contact with hazardous materials, exposure to high temperatures, or other unsafe conditions.

The City Manager's Office authorized the extension of the contract as an emergency procurement on March 11, 2019.

Purchase Information

Action: Ratification of Extension and Dollar Limit Increase
Procurement Type: Request for Proposals
Contract Number: 2014035
Initial Contract Term: 11/1/2013 through 2/28/2019
Possible Renewals: None

Funding Source: Individual Department's operating budget (Water Resources, Parks
Recreation and Community Facilities, Transportation, Fleet Services and Purchasing)

Dollar Limit History

Term Contract for Year 5 - Renewal Award 9/11/2017:	\$160,000.00
Admin approved 2-Month Extension thru 2/28/2019 and Increase - 12/31/2019: \$25,000.00	
Ratification of 3-Month Emergency Extension (3/1/2019 thru 5/31/2019)	
and Increase Request 4/1/2019:	<u>\$75,000.00</u>
Term Contract (through 5/31/2019):	<u>\$260,000.00</u>