



# City of Culver City

## Staff Report

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**File #:** 18-0116, **Version:** 1

**Item #:** C-8.

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**CC - (1) Waiver of Formal Bidding Procedures; and (2) Approval of an Agreement with Spring Cleaners for a Term Ending June 30, 2022 in an Amount Not-To-Exceed \$85,000.00 to Provide Jail Laundry Service.**

**Meeting Date:** August 14, 2017

**Contact Person/Dept:** Lt. Michael Shank/Police Department

**Phone Number:** (310) 253-6208

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**  **Action Item:**

**Commission Action Required:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (08/09/17);

**Department Approval:** Chief Scott Bixby (07/31/17)

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### **RECOMMENDATION**

Staff recommends the City Council (1) waive formal competitive bidding procedures; and (2) approve an agreement with Spring Cleaners for a term ending June 30, 2022 in an amount not-to-exceed \$85,000.00 (\$17,000 per year) to provide jail laundry services.

### **BACKGROUND/DISCUSSION**

Spring Cleaners has been the Police Department's jail laundry service provider since 2010. On July 1, 2015, the City entered into a two-year Agreement with Spring Cleaners for jail laundry services. Spring Cleaners provides pick-up and drop-off service three days per week. The laundry service provided includes laundering inmate bedding and towels (wool blankets, standard hospital style sheets and small bath towels). Spring Cleaners is also certified by the Los Angeles County Health Department which is a County requirement.

Staff contacted three laundry service providers:

J.B. French            Declined to provide a quote

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Spring Cleaners \$1.05 per pound  
Tiffany's Laundry \$1.10 per pound

Culver City Municipal Code (CCMC) Section 3.07.085 exempts professional services from the formal competitive bid process. However, pursuant to CCMC Section 3.07.050, where the same consultant has been utilized for a period of five years, the formal bidding procedures shall apply unless waived by the City Council. In this case, City staff is recommending Spring Cleaners continue to provide jail laundry services. Spring Cleaners has provided quality service at a competitive cost.

City staff is requesting that the City Council waive this requirement for the reasons stated above, in accordance with CCMC Section 3.07.075.E.3.

### **FISCAL ANALYSIS**

The City Council Adopted Budget for Fiscal Year 2017/2018 includes \$17,000.00 for the Agreement for jail laundry services (10140200.619800).

### **MOTION**

That the City Council:

1. Waive formal competitive bidding procedures; and
2. Approve an Agreement with Spring Cleaners for jail laundry services for a term ending on June 30, 2022 in amount not-to-exceed \$85,000.00 (\$17,000 per year); and
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.