



# City of Culver City

Mike Balkman Council  
Chambers  
9770 Culver Blvd.  
Culver City, CA 90232

## Staff Report Details (With Text)

**File #:** 24-789      **Version:** 1      **Name:** UniFirst Corp. - Uniform Services  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 2/26/2024      **In control:** City Council Meeting Agenda  
**On agenda:** 3/18/2024      **Final action:**  
**Title:** CC - CONSENT ITEM: Approval of an Agreement with UniFirst Corporation for Uniform Rental and Uniform-Related Products and Services in an Amount Not-To-Exceed \$70,000.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**CC - CONSENT ITEM: Approval of an Agreement with UniFirst Corporation for Uniform Rental and Uniform-Related Products and Services in an Amount Not-To-Exceed \$70,000.**

**Meeting Date:** March 18, 2024

**Contact Person/Dept:** Elizabeth Shavelson/Finance Department

**Phone Number:** (310) 253-5865

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐      **Action Item:** ☐      **Attachments:** ☒

**Commission Action Required:** Yes ☐ No ☒

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (03/13/2024)

**Department Approval:** Lisa Soghor Chief Financial Officer (03/11/2024)

### RECOMMENDATION

Staff recommends the City Council approve a five-year agreement with UniFirst Corporation to supply and service uniforms and other related products and services in an amount not-to-exceed \$70,000.

### BACKGROUND

The City requires employees in designated job classifications across various departments to wear identified uniforms as part of their job duties. This requirement enables customers to easily recognize City employees and serves to promote employee safety. The City has historically utilized the services of a vendor to provide uniforms and related products and services. The vendor conducts a fitting with each employee, supplies the appropriate uniform items and is responsible for laundering, repairing and replacing the uniforms provided. The vendor is also responsible for laundering mops, bath towels, shop towels, and mats as needed.

The City currently contracts with UniFirst Corporation for these services. The City has contracted with Unifirst Corporation since April 2019. The City has been satisfied with the supplies and services provided. The contract is set to expire April 8, 2024.

## **DISCUSSION**

Pursuant to Culver City Municipal Code (CCMC) Section 3.07.045, in the event the same vendor has been utilized for a period of five consecutive years competitive bidding procedures shall apply. In advance of the contract expiration, staff reviewed the current services provided and conducted market research for these services. Based on the research conducted, staff's current satisfaction with the supplies and services Unifirst Corporation provides and the potential disruption to City services that may result from switching vendors at this time, staff recommends that the City Council approve an agreement with Unifirst Corporation to supply and service uniforms and other related products and services.

Pursuant to Culver City Municipal Code Section 3.07.055.G, the purchase of equipment, goods and supplies is exempt from formal competitive bidding requirements when competitive bid procedures have already been utilized by the City or another public agency or non-profit entity whose main purpose is to help public agencies make purchases; provided, the equipment, goods or supplies are supplied to the City at the same or better price, as was obtained through the competitive bid procedures of that entity. Staff was able to secure competitive pricing from Unifirst Corporation through Sourcwell (formerly known as the National Joint Powers Alliance) Contract #0040920-UFC. Sourcwell is a service cooperative created by the Minnesota legislature as a local unit of government (Minn. Const. art. XII, sec. 3) that works to streamline the procurement process by developing requests for proposals and invitations for bids for national, competitive solicitations that meet or exceed local requirements. Unifirst shall provide uniforms and uniform-related services in accordance with the prices specified in the Sourcwell contract. The prices listed may increase annually based on the consumer price index, minimum wage and other factors. For the last five years, the City has spent approximately \$50,000 per year with Unifirst. The total annual cost of the agreement varies depending on the City's demand of uniform supplies and services and may exceed \$50,000 per year especially as vacant positions become filled and more uniforms are needed.

Staff is recommending the City Council approve an agreement with UniFirst Corporation to supply uniform and uniform-related products and services for a term of five years.

## **FISCAL ANALYSIS**

The proposed agreement with Unifirst Corporation will be utilized by several City departments. There is sufficient funding in the Adopted Budget for Fiscal Year 2023-2024 in the various departmental

accounts under object code 550110 (Uniform) and 600200 (R&M - Equipment). Costs for future years of the agreement will be incorporated into subsequent fiscal year budgets.

### **MOTION**

That the City Council:

1. Approve a five-year agreement with UniFirst Corporation for uniform and uniform-related products and services in an amount not-to-exceed \$70,000;
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.