



City of Culver City

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Staff Report

File #: 19-1004, **Version:** 1

Item #: C-2.

CC - Approval of an Agreement with UniFirst Corporation for Uniform Rental and Uniform-Related Products and Services.

Meeting Date: March 11, 2019

Contact Person/Dept: Erica McAdoo/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 (03/06/19); (Email) UniFirst Corporation (03/06/19)

Department Approval: Onyx Jones, Chief Financial Officer (03/05/19)

RECOMMENDATION

Staff recommends the City Council approve a three-year agreement with two one-year options with UniFirst Corporation for uniform rental and uniform-related products and services.

BACKGROUND/DISCUSSION

The City requires a number of employees across various departments to be in uniform as part of their job duties. This requirement is not only driven by employee safety-related issues but is also in place to ensure customers are able to easily recognize City employees from which they can request assistance. The City has utilized the services of a vendor to provide uniform rental and uniform-related products and services in the past. In addition laundering and repair of rented uniforms, the vendor is also responsible for laundering mops, bath towels, shop towels, and mats.

To ensure that the City is receiving the most competitive prices and quality service, and in accordance with Culver City Municipal Code Section 3.07.045., market research was conducted on current and other viable vendors for this service. Staff evaluated several vendors, but identified that UniFirst has been utilized by several neighboring cities and has a reputation of environmentally conscious, timely and professional uniform rental and uniform-related products and services.

Additionally, procurement processes had been previously conducted through Sourcewell, a cooperative purchasing organization.

This procurement is exempted from formal bidding procedures per Culver City Municipal Code Section 3.07.045.G, where competitive bid procedures have already been utilized by the City, public agency or joint power agency and the goods or supplies are supplied to the City at the same or better price. Because of the City's participation with the Sourcewell, this procurement meets this requirement.

Based on this information staff is recommending the City of Culver City enter into a three year-agreement with two one-year options with UniFirst Corporation to supply all uniform and uniform-related products and services for a term of three years with two additional one-year options.

FISCAL ANALYSIS

The City Council Adopted Budget for Fiscal Year 2018/19 includes sufficient funding in various departmental accounts under object code 550110 (Uniform) for uniforms and 600200 (R&M - Equipment) in an amount not to exceed seventy \$75,000. Service costs for additional years will be incorporated into future budgets.

ATTACHMENTS

1. UniFirst Corporation - Sourcewell Agreement

MOTION

That the City Council:

1. Approve a three-year agreement with UniFirst Corporation for uniform and uniform-related products and services;
2. Authorize the City Manager to approve two additional one-year options;
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