

Agenda Report

February 27, 2012

TO: CITY COUNCIL
FROM: Water and Power Department
SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH MISSION LINEN SUPPLY TO SUPPLY UNIFORMS FOR THE WATER AND POWER DEPARTMENT

RECOMMENDATION:

1. Find that the awarding of a contract for uniform supply is exempt from the California Environmental Quality Act (CEQA) Guidelines in Section 15061 (b)(3);
2. Accept the bid, dated January 25, 2012, submitted by Mission Linen Supply, to supply the rental of uniforms for the Water and Power Department (PWP); reject all other bids; and authorize the City Manager to issue a purchase order contract for two years or until \$240,000 has been expended, whichever comes first; with one optional one-year extension not to exceed \$120,000.

BACKGROUND:

Uniforms are worn by many PWP employees, and the current contract for the rental of uniforms is expiring. On January 9, 2012, a Notice Inviting Bids for rental of a variety of uniforms for PWP field service personnel was published in *The Pasadena Journal* and posted on the City's web-page. In addition, specifications were mailed to nine businesses on the Purchasing Division's vendor list. Two responsive bids were opened on January 25, 2012. The results of the responsive bids are as follows:

<u>Bidder/ Location</u>	<u>Weekly rental for 204 sets of uniforms</u>
Mission Linen Supply, North Hollywood, CA	\$2,816.05
Ameripride, Vernon, CA	\$3,150.00

The specifications included requirements for uniforms for 204 Power Dispatchers, Substation Operators, Underground crews, Overhead crews, Electrical Construction crews, Power Plant Operators, Water Service crews, Meter Readers and Warehouse workers.

The bid amount is the weekly cost of supplying five uniforms for each of the 204 employees. The contract amount was calculated by estimating the cost of laundering, repair and replacing uniforms over a two-year period. Mission Linen Supply is the lowest responsive bidder that meets all the requirements of the specifications. It is recommended that Mission Laundry be awarded the contract. The proposed purchase order contract complies with the Competitive Bidding and Purchasing Ordinance P.M.C. 4.08 and the rules and regulations promulgated there under.

COUNCIL POLICY CONSIDERATION:

The proposed contract supports the Council's goal to ensure public safety.

ENVIRONMENTAL ANALYSIS:

This activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The proposed action is the awarding of a contract for uniform supply; an action that would not have an effect on the environment.

FISCAL IMPACT:

The maximum cost of this action, if the extension is approved, is \$360,000 over three years. The cost will be addressed by utilizing existing and future appropriations in the Power and Water Funds. It is anticipated that \$43,375 will be spent during the current fiscal year.

Power Operating Fund 401	
Account 8103 – 843210	\$4,500
Account 8103 – 843220	\$8,000
Account 8103 – 843310	\$2,500
Account 8103 – 843320	\$2,000
Account 8103 - 843400	\$4,000
Account 8103 – 833400	\$3,750
Account 8103 – 833510	\$1,875
Account 8103 - 841200	\$10,000
Water Operating Fund 402	
Account 8103 – 833400	\$750
Account 8103 - 833510	\$500
Account 8103 – 881000	\$500
Account 8103 – 883000	\$5,000
Total Anticipated FY2012 Expenditure	\$43,375

It is anticipated that the cost of administering the contract will be less than \$5,000 per year. The proposed contract will have no impact on operational or capital projects. The following table represents a contract summary:

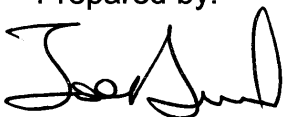
	Initial Term (2 years)	Extension Year
Not to Exceed	\$240,000	\$120,000
Contingency	0	0
Contract Total	240,000	\$120,000
Contract Administration	\$10,000	\$5,000
Fiscal Impact	\$250,000	\$125,000
Total Maximum Fiscal Impact Over Three Years		\$375,000

Respectfully submitted,



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